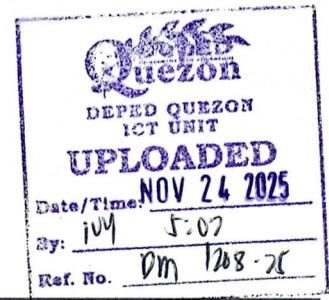




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



20 November 2025

**DIVISION MEMORANDUM**  
DM No. 1203, s. 2025

**SUBMISSION OF ADVICE FOR USE OF PERSONNEL SERVICES ALLOTMENT (APSA)  
1ST AND 2ND POOLING FOR FY 2025**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
School Heads of Implementing Units  
All Others Concerned

1. In reference to DBM Circular Letter No. 2025-9 dated September 19, 2025, titled “Processing of Request for Personnel Services (PS) Deficiency in Fiscal Year (FY) 2025”, Memorandum No. OASF-2025-2025-587, titled “ Pooling of Available FY 2025 Released Personnel Services (PS) Allotments”, and Memorandum OUF-2025-087 titled “Transfer of the Available FY 2025 Released Personnel (PS) Allotments to cover PS Deficiencies, this Office hereby informs all Implementing Units of the required submission of the Advice for Use of Personnel Services Allotment (APSA) 1st and 2nd Pooling for FY 2025.
2. The deadline for the submission of Advice for Use of Personnel Services Allotment (APSA) is as follows:  
  
Soft copy - **on or before November 25, 2025 (Tuesday)**  
  
Hard copy (A4, 3 copies)- **on or before November 27, 2025 (Thursday)**

The deadline is set to allow the **Division Office sufficient time to review, consolidate, and finalize** all reports prior to the soft copy **submission to the Regional Office on November**

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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- 26, 2025.** Please be reminded that **no extensions shall be granted** beyond the prescribed deadline.
3. Please refer to the attached Enclosure for the Sample APSA Form. The APSA for the 1<sup>st</sup> pooling shall be dated November 24, 2025, while the APSA for the 2<sup>nd</sup> Pooling shall be dated November 26, 2025
4. **ALL** accomplished APSA forms shall be submitted directly to the **Accounting Section at the Division Office, c/o Ms. January E. De Mesa with corresponding Document Tracking System (DTS) control number.**
5. Immediate dissemination of and **strict compliance** with this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

Accahm11/20/2025

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Department : Department of Education SAMPLE ONLY  
 Agency/Operating Unit : Division of Marinduque  
 Address : DepEd - MIMAROPA

Advice for Use of PS Allotment (APSA) No. 2025-xx-xxxx  
 Date: \_\_\_\_\_

Funding Source : Regular Agency Fund - General Fund - New General Appropriations - Specific Budgets of National Government Agencies

Legal Basis : R. A. No. 12116 Regular 2025 CURRENT

**DEFICIENT ITEMS (TO) :**

| Program/Activity/Project                             | Operating Unit/Responsibility Center | Allotment Class | Object of Expenditures                | Amount (in Peso)  |
|--|--------------------------------------|-----------------|---------------------------------------|-------------------|
| 100000100001000 - General Management and Supervision | Regional Office                      | PS              | 5010499099 - Other Personnel Benefits | 244,724.00        |
| <b>Total</b>   |                                      |                 |                                       | <b>244,724.00</b> |

**SOURCE ITEMS (FROM) :**

| Program/Activity/Project Code   | Operating Unit/Responsibility Center | Allotment Class | Object of Expenditures                             | Amount (in Peso)   |
|---|--------------------------------------|-----------------|--|--------------------|
| 100000100001000 - General Management and Supervision                    | Division of Marinduque               | PS              | 5010101001 - Basic Salary Civilian                 | -58,000.00         |
|   | Division of Marinduque               | PS              | 5010204001 - Clothing/Uniform Allowance (Civilian) | -18,000.00         |
|   | Division of Marinduque               | PS              | 5010499099 - Other Personnel Benefits              | -94,724.00         |
| 310400100002000 - Operation of Schools - Elementary (Kinder to Grade 6) | Division of Marinduque               | PS              | 5010101001 - Basic Salary Civilian                 | -48,000.00         |
|   | Division of Marinduque               | PS              | 5010201001 - PERA - Civilian                       | -26,000.00         |
| <b>Total</b>  |                                      |                 |  | <b>-244,724.00</b> |

Prepared by: \_\_\_\_\_  
 \_\_\_\_\_  
 Head of Budget Unit

Approved by: \_\_\_\_\_  
 \_\_\_\_\_  
 Schools Division Superintendent