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

DEPED QUEZON
ICT UNIT
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05 December 2025

DIVISION MEMORANDUM
DM No. 1240, s. 2025

SUBMISSION OF ADVICE FOR USE OF PERSONNEL SERVICES ALLOTMENT (APSA) LAST 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) Last Pooling for FY 2025.

2. The deadline for the submission of Advice for Use of Personnel Services Allotment (APSA) is as follows:

   Hard copy (A4, 3 copies)– **on or before December 10, 2025 (Wednesday)**

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 December**

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12, 2025. Please be reminded that **no extensions shall be granted** beyond the prescribed deadline.

3. The APSA form for the last pooling shall be dated December 5, 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 and **strict compliance** of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Accahm 12/05/2025
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