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

DEPED QUEZON
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ICT UNIT
UPLOADED
Date/Time: DEC 12 2025
By: CHAN J.D
Ref. No. DM 1256-25

12 December 2025

DIVISION MEMORANDUM
DM No. 1256, s. 2025

SUBMISSION OF FINANCIAL CLAIMS AND BENEFITS FOR THE MONTH OF DECEMBER 2025

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
OICS/TICS
All Others Concerned

1. Relative to the National Budget Circular No. 2019-3, titled "Guidelines Covering the Crediting and Validity of Notice of Cash Allocation (NCA) for Regular MDS Sub-Accounts Effective First Quarter of FY 2019 and Onwards", this Office announces the submission of financial claims and benefits for the month of **December 2025 on or before December 17, 2025.**

2. The following claims and benefits such as Regular salaries, PVP salary, substitute pay, salary differentials, step increments, clothing allowance, mid-year bonus, teaching allowance, loyalty pay, maternity leave double pay, loyalty pay, WTDIB, Year-End Bonus, Cash Gift, and similar payments, must be forwarded to the Personnel Section.

3. To ensure smooth and continuous processing of claims and benefits, all in-charge in preparation of vouchers and payrolls are expected to provide all supporting documents/attachments and to submit it on time.

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4. Any unsubmitted claims for the period of **January to November 2025**, must include a **Justification or Explanation Letter** for the late submission. Claims submitted after the deadline shall be obligated and recognized as Accounts Payable and shall be paid the following year when the funds for such becomes available.

5. Please be reminded that monetization claims shall be processed subject to the availability of savings and are not considered a priority over other statutory obligations of the agency.

6. Immediate dissemination and strict compliance is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Persjcr12/12/2025
DEPEDQUEZON-TM-SDS-04-009-003