



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Registration Number:
QAC/R63/0216

May 25, 2020

DIVISION MEMORANDUM

DM No. 128, s. 2020

DIVISION POLICY ON THE PROCESSING OF CLAIMS OF PERSONNEL SEPARATED FROM SERVICE

To: Assistant Schools Division Superintendents, CID/SGOD Chiefs, Public Schools District Supervisors, Section Heads, Elementary and Secondary School Heads, All Others Concerned

1. This Policy is made to have a guideline for the processing of claims of Department of Education – Division of Quezon (DepEd-Quezon).
2. DepEd-Quezon recognizes that there are several ways that a person may be separated from service.
3. In cases that a person is separated from service other than the means of death, he or she shall personally process all the claims for his or her benefits. However, if the beneficiary cannot personally process the claim for his or her benefits, a Special Power of Attorney shall be executed for the designated person to have authority to process the claims.
4. However, if the person is separated from the service through death, or when the person already being separated from service, DepEd-Quezon recognizes the laws relating to the beneficiaries and heirs, including, but not limited to, Article 774-1105 of the Civil Code.
5. In line with this, DepEd-Quezon requires several documentary requirements for the claiming of the benefits of the deceased personnel which includes, but not limited to the following:
 - Spouse – Marriage Contract
 - Child/Children – Birth Certificate
 - Sibling – Birth Certificate
6. Thus, those persons who claims to be the heirs of the deceased personnel of DepEd-Quezon shall submit the documentary requirements to be recognized as the beneficiary. Once recognized as the beneficiary, the heirs may process their claims. If the heirs cannot personally process, a Special Power of Attorney shall be executed for the designated person have authority to process the claims. If the benefits and other

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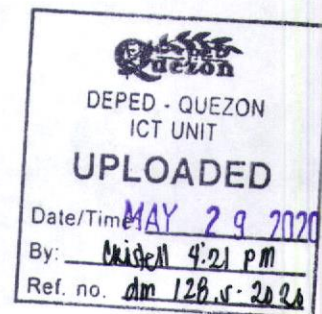


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possible inheritance are already deposited in LandBank, the heirs shall comply with all the requirements and process the same in the said banking institution.

7. In preparation for the payment, the Personnel should provide a list of deceased personnel to the Administrative Section. The Administrative Section shall prepare a separate payroll for the deceased personnel.
8. Immediate and widest dissemination of this Memorandum is desired.


CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent



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