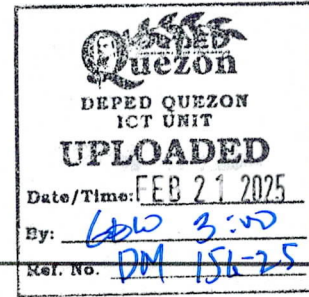




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



21 February 2025

DIVISION MEMORANDUM

DM No. 156, s. 2025

**SUBMISSION OF FINANCIAL CLAIMS AND BENEFITS FOR THE MONTH OF
FEBRUARY 2025**

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

1. In line with our commitment to ensuring the timely processing and release of financial claims and benefits, all employees and concerned personnel are hereby reminded of the deadline for the submission of financial claims and benefits for the month of **February 2025**.
2. The **deadline for submitting** the necessary documents to facilitate the prompt processing of vouchers and payroll for all payments related to the period of February 1-28, 2025, is **on or before March 5, 2025**. This includes:
 - a. Regular salaries, substitutes, salary differentials, step increments, and similar payments, which must be forwarded to the Personnel Payroll 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.

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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4. Claims submitted **after** the deadline must attach a **Justification/Explanation Letter** detailing the reason(s) for the late submission.
5. For information, guidance and strict compliance.

ROMMEL C. BAUTISTA, CESO/V
Schools Division Superintendent

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