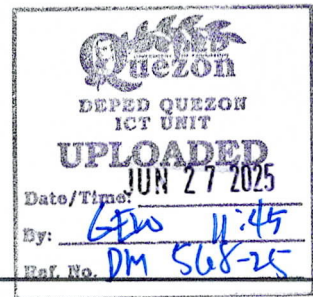




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



26 June 2025

**DIVISION MEMORANDUM**

DM No. 568, s. 2025

**SUBMISSION OF FINANCIAL CLAIMS AND BENEFITS  
FOR THE MONTH OF JUNE 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, all concerned personnel are hereby reminded to submit their financial claims and benefits for the month of **June 2025**.
2. The **date of submission** of the necessary documents for all payments related to the period of June 1-30, 2025, **is on or before July 4, 2025**. This includes:
  - a. Regular salaries, substitutes, salary differentials, step increments, clothing allowance, mid-year bonus, teaching allowance and similar payments, which must be forwarded to the Personnel Section.
  - b. For PVP salary of **newly hired teaching personnel**, please attach a copy of Enclosure No. 2 from DepEd Memorandum No. 032, s. 2025, titled "**PVP Computation for Newly-Hired Teachers Based on the Date of Appointment**", as this will determine the applicable salary and PVP based on the appointment or first day of service.

DEPEDQUEZON-TM-SDS-04-009-003



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- c. Previously appointed personnel (from the prior year) and those separated from service must still submit their approved PVP forms for PVP salary claims.
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.
4. Claims submitted after the deadline, as well as any unsubmitted claims for the period of **January to May 2025**, must include a **Justification or 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

**JOEPI F. FALQUEZA**  
Assistant Schools Division  
Superintendent

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