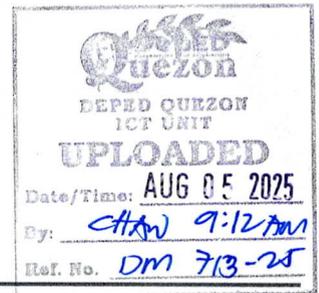




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



31 July 2025

**DIVISION MEMORANDUM**

DM No. 713, s. 2025

**SUBMISSION OF FINANCIAL CLAIMS AND BENEFITS  
FOR THE MONTH OF JULY 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 **July 2025**.
2. The **date of submission** of the necessary documents for all payments related to the period of July 1-31, 2025, **is on or before August 7, 2025**. This includes:
  - a. Regular salaries, PVP salary, substitutes, salary differentials, step increments, clothing allowance, mid-year bonus, teaching allowance and similar payments, which 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.

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



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

---

4. Claims submitted after the deadline, as well as any unsubmitted claims for the period of **January to July 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, CESQ V**  
Schools Division Superintendent

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

Persjcr07/31/2025  
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