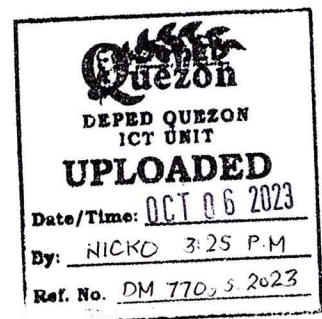




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



October 6, 2023

DIVISION MEMORANDUM

DM No. 770, s. 2023

**DEADLINE FOR THE SUBMISSION OF FINANCIAL CLAIMS AND BENEFITS FOR THE
CY 2023**

To: Public Schools District Supervisors
Elementary and Secondary School Heads
OICs/TICs
All Others Concerned

1. Pursuant to Executive Order No. 91 dated September 9, 2019 (Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes) and to ensure effective utilization and reporting of financial resources, all concerned are hereby informed of the cut-off date/deadline for the submission of financial claims and benefits for CY 2023,
2. The **cut-off date/deadline for submission** of pertinent documents for immediate processing of payroll for all payments covering the period January 2023 to October 2023 is on or before **November 7, 2023**, to wit:
 - a. Regular salaries/substitutes/promotion/PVP/other bonuses & allowances including Special Hardship Allowance (soft copy only), etc. to be forwarded to Administrative Payroll section
 - b. Step increment, loyalty and monetization to be forwarded to the Personnel Section (please also submit soft copy of each payroll for step increment, loyalty and monetization)
3. All claims submitted **after November 7, 2023** including claims for the months of November – December 2023 shall be **obligated and recognized as Accounts Payable** and shall be paid the following year when the funds for such becomes available.

DEPEDQUEZON-TM-SDS-04-009-003



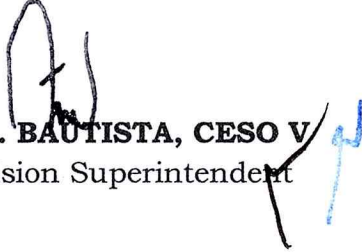
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4. To ensure smooth and continuous processing of claims and benefits, all supporting documents/attachments must be provided completely.
5. For information, guidance and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

ADM010/06/2023

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