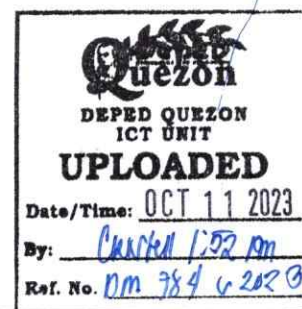




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



10 October 2023

**DIVISION MEMORANDUM**

DM No. 784, s. 2023

**CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM No. 770, s. 2023**  
**RE: 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. In reference to Division Memorandum No. 770 s. 2023 dated October 6, 2023 RE: Deadline for the Submission of Financial Claims and Benefits for the CY 2023, this Office informs the field that all claims submitted **after November 7, 2023** including claims for the months of November – December 2023 shall **not be obligated and recognized as Accounts Payable** and **shall not be paid** the following year as per attached National Budget Circular (NBC) No. 590-A dated September 29, 2023.
2. Moreover, the **cut-off date/deadline for submission** of pertinent documents for immediate processing of payroll for all payments covering the period **January 2023 to December 2023** is on or before **November 7, 2023**. However, all claims and benefits for payment shall be paid, disbursed and released **only until December 31, 2023**.
3. In addition, the last day of submission of all pertinent documents for the preparation of appointment in the Personnel Section is until **November 6, 2023 only**.
4. All other provisions in the aforementioned Memorandum consistent with the issuance shall remain in force and effect.

DEPEDQUEZON-TM-SDS-04-009-003



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5. Immediate dissemination of and compliance with this Memorandum are desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

ADM010/10/2023

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