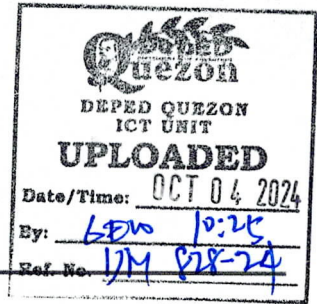




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



3 October 2024

DIVISION MEMORANDUM

DM No. 828, s. 2024

DEADLINE FOR THE SUBMISSION OF FINANCIAL CLAIMS AND BENEFITS FOR THE CY 2024

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public 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 2024.
2. The **cut-off date/deadline for submission** of pertinent documents for immediate processing of payroll for all payments covering the period January 2024 to October 2024 is on or before **October 28, 2024**, to wit:
 - a. Regular salaries/substitutes/promotion/PVP/other bonuses & allowances, etc. to be forwarded to Personnel Payroll section
 - b. Step increment and loyalty pay to be forwarded to the Personnel Section (please also submit soft copy of each payroll for step increment and loyalty pay)

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

DepEdTayoQuezon

www.depedquezon.com.ph


quezon@deped.gov.ph



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3. To ensure smooth and continuous processing of claims and benefits, all in-charge in preparation of payrolls and vouchers are expected to provide all supporting documents/attachments and to submit it on time.

4. For information, guidance and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Perswog10/03/2024

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