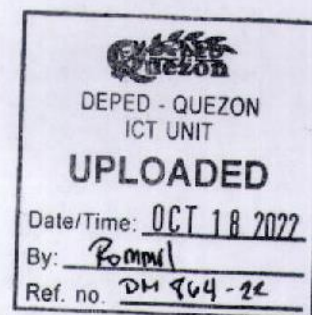




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



17 October 2022

DIVISION MEMORANDUM

DM No. 864, s. 2022

**SUBMISSION OF PERTINENT DOCUMENTS OF ALL TEACHING AND NON- TEACHING
PERSONNEL FOR THE PAYMENT OF CLAIMS AND OTHER BENEFITS FOR
THE CY 2022**

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

1. In connection with the dissemination of Executive Order No. 91 dated September 9, 2019 (Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes), as per DepEd Memorandum No. 134, s. 2019 dated October 14, 2019, this office informs all concerned districts/schools and personnel that the adoption of the cash budgeting system directed that all authorized appropriations shall be available for obligation and disbursement only until the end of each fiscal year (FY) effective January 1, 2019.
2. In line with this, you are hereby advised and required to submit all the necessary documents for immediate processing of payroll for all payments in the CY 2022 on or before **October 28, 2022** so as to avoid obligation of dues and demandable of the preceding year such as;
 - a. Regular salaries/substitutes/promotions/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)

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3. Moreover, there will be lapses in the budget annually and availability of funds as payment for the obligated amounts of the prior year will be accessible no more in the succeeding year as per instruction given to the Budget/Finance Section.
4. Likewise, all supporting documents/attachments must be provided completely for the continuous processing of claims and other personnel benefits and for payment purposes of the Accounting/Cash Sections in the soonest possible time.
5. Strict and immediate compliance to this Memorandum is earnestly desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

ADM10/17/2022

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