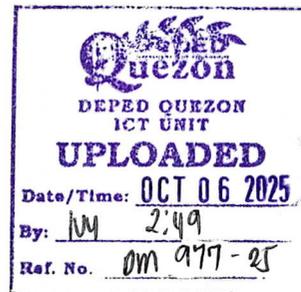




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



6 October 2025

DIVISION MEMORANDUM

DM No. 977, s. 2025

**SUBMISSION OF FINANCIAL CLAIMS AND BENEFITS
FOR THE MONTH OF SEPTEMBER 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 **September 2025**.
2. The **date of submission** of the necessary documents for all payments related to the period of September 1-30, 2025, **is on or before October 9, 2025**. This includes:
 - a. Regular salaries, PVP salary, substitutes, salary differentials, step increments, clothing allowance, mid-year bonus, teaching allowance, loyalty pay 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.

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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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4. Claims submitted after the deadline, as well as any unsubmitted claims for the period of **January to August 2025**, must include a **Justification or Explanation Letter** detailing the reason(s) for the late submission.

5. Please be reminded that monetization claims shall be processed subject to the availability of savings and are not considered a priority over other statutory obligations of the agency.

6. For information, guidance and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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