



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 February 2026

DIVISION MEMORANDUM
No. **084** s. 2026

**REMINDER ON THE SUBMISSION OF DOCUMENTS
FOR PROCESSING OF CLAIMS FOR CY 2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Relative to the processing of payment for claims and other obligations, the following due date/s shall be observed:

CLAIMS	DUE DATE/s
RATA, Subsistence and Laundry Allowance, Hazard Pay, Special Hardship Allowance, and other benefits (under supplementary payroll)	Not later than 10 th day of the following month
Compensation under supplementary payroll (Date of first day/date of assumption from 1 st day to 15 th day of the month)	Not later than 20 th day of the month
Compensation under supplementary payroll (Date of first day/date of assumption from 16 th day to last day of the month)	Not later than day 3 rd day of the following month
School Downloaded Funds	Not later than 5 th day of the month
Reimbursement of communication and traveling expenses	Not later than 10 th day of the following month
Seminar/Training/Meeting conducted from 1 st day to 15 th day of the month	Not later than 25 th day of the month conducted
Seminar/Training/Meeting conducted from 16 th day to last day of the month	Not later than 10 th day of the following month
Completion of services rendered, and supplies accepted from 1 st day to 15 th day of the month	Not later than 25 th day of the month completed
Completion of services rendered, and supplies accepted from 16 th day to last day of the month	Not later than 10 th day of the following month

2. This Office shall process payment only those claims with complete supporting documents, duly signed Disbursement Vouchers (Box A) and availability of funds. Any delay or failure to submit by the personnel concerned and/or office within the prescribed deadline shall result in less prioritization for processing. In addition, late submission shall entail justification approved by the Schools Division Superintendent except during unavoidable circumstances.

3. For compensation, corresponding penalty for the remittances shall be borne by the personnel concerned in case of late submission of documents.
4. For inquiries or clarifications, the office/unit concerned may coordinate with the Accounting Services Personnel.
5. Immediate dissemination and strict compliance of this Memorandum are desired.


CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

SUBMISSION
PROCESSING OF CLAIMS

Accounting Unit- reminder on the submission of documents for processing of claims
ACCN88KD-001456/February 05, 2026