



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

29 Sept 2023


DIVISION MEMORANDUM

No. 526 s. 2023

**REMINDERS ON THE SUBMISSION OF PERTINENT DOCUMENTS FOR  
PERSONNEL SERVICES AND MAINTENANCE AND OTHER  
OPERATING EXPENSES CLAIMS**

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

1. In view of the fund utilization for FY 2023, all functional divisions, units, and sections are reminded to submit pertinent documents on or before October 6, 2023 to facilitate processing of valid claims incurred from January to September 30, 2023.
2. This office shall process valid claims as to allotment, completeness of supporting documents, and availability of cash. Late submission or non-submission within the prescribed deadline shall be borne by the concerned personnel. For any concerns/questions, kindly coordinate Finance Services Unit Personnel for further clarifications.
3. Immediate dissemination and strict compliance of this memorandum are desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

sEncl.: None

Reference: N/A

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

Submission of Pertinent Documents

Accounting- Submission of Pertinent Documents for Valid Claims  
None/September 29, 2023



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