



112421-042

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

November 24, 2021

DIVISION MEMORANDUM  
No. 6/2 s. 2021

**PAYMENT OF MONETARY CLAIMS**


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

1. Relative to the submission of pertinent documents for payment of money claims for personnel services, other maintenance and other operating expenses and capital outlay. The following due date/s shall be observed:

CLAIMS	DUE DATE/s	CUT OFF-TIME
PERSONNEL SERVICES RATA, Compensation, and other benefits (under supplementary payroll)	On or before December 13, 2021	3:00 PM
Maintenance and Other Operating Expenses (traveling, supplies and training) and Capital Outlay	On or before December 3, 2021	3:00 PM
School MOOE and SBFP Cash Advances	On or before December 7, 2021	3:00 PM
Reimbursement for Load Allowance	On or before December 10, 2021	3:00 PM

2. This office shall process payments as to completeness of supporting documents, allotments, and availability of cash. For compensation, corresponding penalty for the remittances shall be borne by the concerned personnel in case of late submission of documents. For any concerns/questions, kindly coordinate Finance Services Unit Personnel for further clarifications.

3. Immediate dissemination and strict compliance of this memorandum are desired.

  
**GERLIE M. ILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge, Schools Division Superintendent

