



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

11 NOV 2022

DIVISION MEMORANDUM

No. 710 s. 2022

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, Special Hardship Allowance and Hazard Pay, Loyalty Pay and other benefits (under supplementary payroll)	On or before December 2, 2022	3:00 PM
Maintenance and other Operating Expenses (traveling, supplies and training) and Capital Outlay.	On or before December 2, 2022	3:00 PM
School MOOE Fund	On or before December 5, 2022	3:00 PM
Reimbursement for Load	On or before December 5, 2022	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.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>