Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

23 November 2026

DIVISION MEMORANDUM
No. 177 s. 2026

CUT-OFF DATES FOR SUBMISSION AND PROCESSING OF MONETARY CLAIMS FOR CY 2026

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

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

PARTICULAR	DUE DATE/s
Maintenance and Other Operating Expenses and Capital Outlay	December 4,2026
Downloaded School Funds	December 4, 2026
Personnel Services (Salaries, RATA, Hazard Pay, Special Hardship Allowance, Subsistence and Laundry Allowance and other benefits (under supplementary payroll) except for December, to be submitted once services are rendered.	December 4, 2026

2. This Office shall process for payment only those claims with complete supporting documents and sufficient allotment and cash.

3. Any delay or failure to submit by the concerned personnel and/or office within the prescribed deadline shall result to less prioritization for processing.

4. For any concerns/questions, kindly coordinate Accounting Personnel for further clarifications.

5. Strict compliance and immediate dissemination of this memorandum are desired.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

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Encl.: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

MONETARY CLAIMS

Accounting Unit- cut-off dates for submission and processing of monetary claims for cy 2026
ACCSIK7E-001795/November 23, 2026

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