



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

05 November 2025

DIVISION MEMORANDUM  
No. 782 s. 2025

**CUT-OFF DATES FOR SUBMISSION AND PROCESSING OF  
MONETARY CLAIMS FOR CY 2025**

To: 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 valid claims for personnel services and other maintenance and other operating expenses. The following due date/s shall be observed, viz:

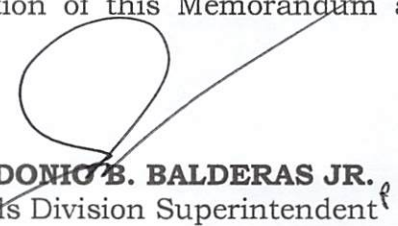
PARTICULAR	DUE DATE/s
Capital Outlay	November 6, 2025
Maintenance and Other Operating Expenses	December 2, 2025
School MOOE	December 5, 2025
Personnel Services (Salaries, RATA, Loyalty Pay, Hazard Pay, Special Hardship Allowance, Subsistence and Laundry Allowance and other benefits (under supplementary payroll) except for December, to be submitted once services are rendered.	December 5, 2025

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

Encl.: None

Reference: None

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

PROCESSING OF MONETARY CLAIMS FOR CY 2025

Accounting Unit- reminder on the use of prescribed templates  
ACCQJ41L-001346 /November 5, 2025