



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

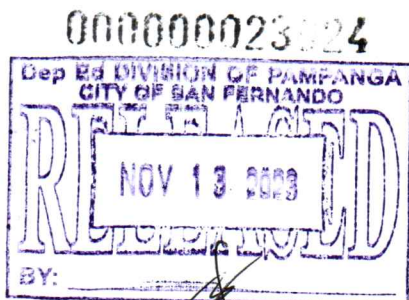
DIVISION MEMORANDUM
NO. 579, s. 2023


November 10, 2023

**TIMELINES ON THE SUBMISSION OF TRAVEL, COMMUNICATION, SALARIES
AND OTHER BENEFITS CLAIMS FOR CY 2023 CHARGE TO DIVISION MOOE**

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
School Heads of Public Elementary Schools
School Heads of Public Elementary Schools
All Others Concerned

1. To ensure the cost-effective utilization of resources of the agency, this division encourages all concerned to submit on or before December 13, 2023 all pending transportation and communication claims for the period January to December 2023.
2. Late submission shall no longer be accepted and all unclaimed travel and communication expenses for the period January to December 2023 shall be forfeited and corresponding allotments shall be realigned to other program, projects and activities of this Division.
3. Also Section 3.3 of NBC No. 590 dated January 3, 2023 under FY 2023 GAA R.A. No. 11936 states that **Personnel Services** shall be available for *RELEASE, OBLIGATION* and *DISBURSEMENT* until December 31, 2023 only.
4. To properly implement the above mentioned guideline, ALL claims chargeable to the Division Personnel Services (PS) (eg. Salary and Wages, PERA, Mid-Year Bonus, Year End Bonus, Cash Gift, Loyalty Pay and Others) shall be submitted to the Division Payroll Unit on or before December 15, 2023.
5. Any unobligated PS claims for FY 2023 shall no longer be valid for payment in FY 2024 or the years thereafter.
6. Widest dissemination of this memorandum is earnestly desired.




Romeo M. Alip, Ph.d, CESO V
Schools Division Superintendent



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