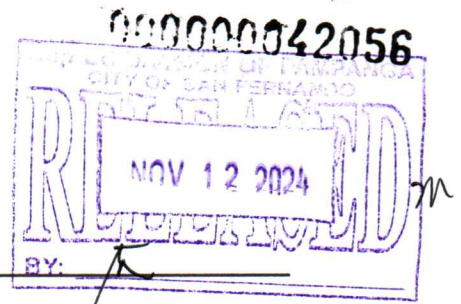




Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**



DIVISION MEMORANDUM  
NO. 742, s. 2024

November 11, 2024

**TIMELINES ON THE SUBMISSION OF TRAVEL, COMMUNICATION, SALARIES  
AND OTHER BENEFITS CLAIMS FOR CY 2024**

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, 2024 all pending transportation and communication claims charged to Division MOOE for the period January to December 2024.
2. Late submission shall no longer be accepted and all unclaimed travel and communication expenses for the period January to December 2024 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. 592 dated January 2, 2024 under FY 2024 GAA R.A. No. 11975 states that **Personnel Services** shall be available for *RELEASE, OBLIGATION* and *DISBURSEMENT* until December 31, 2024 only.
  - a. Any unpaid Salaries and Wages, PERA and Mid- Year Bonus and Others for the period January to December 2024 deadline of submission is on December 13, 2024.
  - b. Benefits that are subject to savings such as Loyalty Pay, Maternity Leave Benefit (Commutation) and Pro-rata bonuses of Substitute Teachers deadline of submission is on November 22, 2024.
4. Any unobligated PS claims for FY 2024 shall no longer be valid for payment in FY 2025 or the years thereafter.
5. Widest dissemination of this memorandum is earnestly desired.

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



**Address:** High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
**Telephone No.:** (045) 435-2728; (045) 435-7404  
**Email Address:** pampanga@deped.gov.ph  
**Website:** www.depedpampanga.ph