



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

DIVISION MEMORANDUM
NO. 567, s. 2025

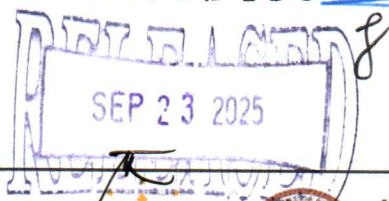
September 23, 2025

SUBMISSION OF DOCUMENTS FOR CY 2025 PS CLAIMS

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

1. Section 3.13 of NBC No. 595 dated January 10, 2025 or the Guidelines on the Release of Funds for Fiscal Year 2025 define Savings as portions or balances of any released appropriations in the FY 2025 GAA which have not been obligated as a result of implementation of measures resulting in improved system and efficiencies. In the use of Personnel Services (PS) Savings, priority shall be given to the payment of compensation and benefits of Personnel.
2. Also, Section 3.3 of NBC 595 states that **Personnel Services** shall be available for *RELEASE*, *OBLIGATION* and *DISBURSEMENT* until December 31, 2025 only. Any unobligated (Unclaimed) PS claims for FY 2025 shall no longer be valid for payment in FY 2026 and the years thereafter.
3. To ensure the cost-effective utilization of this Office's resources and to facilitate the timely request of funds from the DepEd Regional Office for any PS deficiency, this division encourages all concerned to observe the following timelines:
 - a. Benefits that are subject to savings such as Loyalty Pay, Maternity Leave Benefit (Commutation) and Pro-rata bonuses (MidYear/Year End) of Substitute Teachers deadline of submission to Payroll Unit is on October 15, 2025.
 - b. Any unclaimed Salaries, Salary Differential, Step Increment, Mid- Year Bonus, Medical Allowance and Teaching Allowance, deadline of submission of document to Payroll Unit is on October 15, 2025.
4. Widest dissemination of this memorandum is earnestly desired.

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



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