



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

December 2, 2025

DIVISION MEMORANDUM

No. 762, s. 2025

**RECONCILIATION OF PERSONNEL SERVICES
FY 2025**

TO: School Heads of Public Secondary Schools – Fiscal Autonomous
Administrative Assistant III – Fiscal Autonomous Schools

1. This memorandum is issued for the purpose of conducting the Personnel Services (PS) Reconciliation for Calendar Year (CY) 2025. The objective is to ensure that all PS-related obligations, disbursements, and funded positions are accurately recorded and consistent with the approved appropriations.
2. In view of this, all Administrative Assistant III of Fiscal Autonomous Schools are hereby advised to report to the Budget Unit on **December 3, 2025 at 8:00 a.m.** to reconcile your school's Personnel Services funds. This activity aims to identify possible savings for declaration and determine any deficiencies that require funding.
3. Please bring your **laptop** and your **updated Budget Monitoring System Report as of November 30, 2025**.
4. This memorandum serves as your **Travel Authority**.
5. Wide dissemination of this memorandum is hereby enjoined.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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