



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

October 25, 2021

DIVISION MEMORANDUM

No. 453, s. 2021


DEADLINE FOR SUBMISSION OF UNPAID CLAIMS FOR CY 2021 AND PRIOR YEARS

To : Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Heads/OICs/Caretakers
District/Central Senior Bookkeepers
Teaching and Non-Teaching Personnel
All Others Concerned

1. To give ample time to process the claims, this Office through the Accounting Section hereby announces the deadline for the submission of the following unpaid claims:

CLAIMS	DEADLINE OF SUBMISSION
<ul style="list-style-type: none">• PRIOR YEAR CLAIMS for:<ul style="list-style-type: none">- Salary- Proportional Vacation Pay (PVP)- Loyalty Award Benefit- Maternity Benefit- Clothing/Uniform Allowance- Chalk/Cash Allowance- Special Hardship Allowance- Year-End/ Mid-Year Bonus and Cash Gift- Productivity Enhancement Incentive (PEI)- Last Compensation (transfer/retirement/resignation)- Service Recognition Incentive (SRI)- World Teacher's Day Incentive- Salary and Other Benefit Claims/Incentive Differentials- Honoraria- Travel, Communication & Other MOOE Claims	November 19, 2021
<ul style="list-style-type: none">• CURRENT YEAR CLAIMS for:<ul style="list-style-type: none">- Salary- Proportional Vacation Pay (PVP)- Loyalty Award Benefit- Maternity Benefit- Clothing/Uniform Allowance- Chalk/Cash Allowance- Special Hardship Allowance- Year-End/Mid-Year Bonus and Cash Gift- Productivity Enhancement Incentive (PEI)- Monetization of Leave Credits- Last Compensation (transfer/retirement/resignation)- World Teacher's Day Incentive- Salary and Other Benefit Claims/Incentive Differentials- Honoraria- Travel, Communication & Other MOOE Claims	December 10, 2021

2. Moreover, please be informed that any unpaid claims submitted after the deadline stated above will be treated as **Accounts Payable** and will be paid in **CY 2022** upon release of the DBM of this Office's request for Accounts Payable.
3. Immediate and wide dissemination of this Memorandum is desired.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent ✓

