



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

November 09, 2023

DIVISION MEMORANDUM

No. 475, s. 2023


DEADLINE FOR SUBMISSION OF UNPAID CLAIMS FOR CY 2023 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: - 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 	<p>November 17, 2023</p>
<ul style="list-style-type: none"> ● CURRENT YEAR CLAIMS for: - 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 	<p>Claims from January to November 2023 – Deadline – December 7, 2023</p> <p>Claims for the month of December 2023 – Deadline – December 15, 2023</p>

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 2024** upon release of the DBM of this Office's request for Accounts Payable.
3. Immediate dissemination of and strict compliance with this Memorandum is desired.


LORENZO M. DIZON, Ed.D., CES:
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent ✓
