



DIVISION MEMORANDUM

November 18, 2016

No. *572*, s. 2016

**DEADLINE OF SUBMISSION FOR ALL CLAIMS CHARGED TO CURRENT YEAR
FY 2016 FUNDS**

TO: All School Heads
All Public Schools District Supervisors
All Education Program Supervisors/District Advisers
All District Senior Bookkeepers/Bookkeepers Designate

1. For the information and guidance of all concerned, the final deadlines for submission of all claims for Personal Services (PS) and Maintenance and Other Operating Expenses are the following:

Claims	Deadline
Personal Services (PS)	
Regular Salary for November 2016 and prior months	December 02, 2016
Special Hardship Allowance/Multi-grade Allowance for January to October 2016	December 02, 2016
Regular Salary for December 2016	December 21, 2016
Special Hardship Allowance/Multi-grade Allowance for November to December, 2016	December 21, 2016
Other Benefits (Bonus, Cash Gift, Clothing, PBB, PEI, Loyalty, Step Increment, Maternity, Salary Differential, etc.)	December 21, 2016
Maintenance and Other Operating Expenses (MOOE)	
Request for School MOOE for December 2016	December 02, 2016
Cash Allowance (Chalk Allowance)	December 21, 2016
Other MOOE Expenses	December 21, 2016

2. All claims for PS shall be submitted with complete documentary requirements to Division Personnel Office for payroll servicing and processing.
3. All claims for MOOE shall be submitted to Division Finance Office.
4. Requests and claims shall not be accepted without prior checking by the Finance personnel assigned in the field.
5. All PSDS are directed to monitor and facilitate such claims from their respective districts.
6. Widest dissemination of this memorandum is enjoined.

CHERRY MAE L. LIMBACO, Ph.D., CESO IV
Schools Division Superintendent

