



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

26 Sep 2025

DIVISION MEMORANDUM

No. 317 S. 2025

SUBMISSION OF REQUESTS FOR PERSONNEL SERVICES BENEFITS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
Unit Heads
All Others Concerned

1. To determine the availability of funds to cover Personnel Services Benefits of teaching and non-teaching personnel, and in compliance with DBM Circular Letter 2025-9 (Processing of Requests for Personnel Services (PS) Deficiency in Fiscal Year (FY) 2025), this Office directs all School Heads and Unit Heads to submit the following using the prescribed formats:

- 1.1 Personnel Services related benefits from the previous year, as well as for the current year, such as salary differentials due to Promotion and Step Increments, omitted salaries, and others.
- 1.2 List of teachers entitled to Loyalty Pay for the 4th Quarter of FY 2025.
- 1.3 List and documents of teachers entitled to commutation pay for FY 2025.
- 1.4 List and documents of personnel availing the monetization of their Leave Credits.

2. Deadline of submission to the HR Unit is on **October 3, 2025**. Please note that payment is subject to the availability of savings from the PS Allotment for FY 2025.

3. Immediate dissemination and strict compliance with this Memorandum are enjoined.

ENGR. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent



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Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

BENEFITS	CLAIMS
ALLOTMENT	

CBO/AOV/September 26, 2025