



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

21 Nov 2025

DIVISION MEMORANDUM

No. 410 S. 2025

DEADLINE FOR THE SUBMISSION OF CY 2025 CLAIMS

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Division Office Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. With regards to the year-end closing of books for CY 2025, please be informed that **ALL CLAIMS**, such as Salaries, Salary Differentials (ERF and Promotion), and other benefits; MOOE Downloading; reimbursement of travel expenses, seminars, and other allowances, **MUST** be submitted with complete attachments and requirements to the Budget Office on or before **December 12, 2025**, for obligation.
2. Claims submitted beyond December 15, 2025, will no longer be considered.
3. Wide dissemination and strict compliance with this Memorandum is earnestly desired.

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

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

CLAIMS	TRAVEL
SALARY	SEMINARS
ALLOWANCE	

CBO/AOV/November 21, 2025



Jesus St., Brgy. Pulungbulu, Angeles City 2009
[045\) 901-9498 / angeles.city@depd.gov.ph](mailto:angeles.city@depd.gov.ph)