



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

November 25, 2024

DIVISION MEMORANDUM

No. 547, s. 2024

To: Assistant Schools Division Superintendents
Public School District Supervisors Concerned
Administrative Officers II
All Others Concerned

**DEADLINE OF SUBMISSION OF CLAIMS FOR SALARIES AND OTHER
BENEFITS FOR THE REMAINING PERIOD ENDED DECEMBER 31, 2024**

1. This Office announces the deadline for submission of claims for payment of salaries and other benefits for the remaining period as of December 31, 2024 to the Division Office on Friday, November 29, 2024.
2. The objective of this is to facilitate the estimate of actual utilization of funds for Personnel Services (PS) and Retirement Life Insurance Premium (RLIP) for the year ended December 2024 and to compute for PS savings if there is any.
3. Only the claims with sufficient and proper supporting documents will be processed.
4. Immediate and widest dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD., CESO V
Schools Division Superintendent

Accounting Unit
November 25, 2024 