



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

October 22, 2025

To: Assistant Schools Division Superintendent
Division Chiefs
Unit Heads
SDO Personnel
Elementary and Secondary Public Schools District Supervisors
School Heads and OICs
All others concerned

Subject: **Deadline of Submission for Payment of All Valid Claims for Fiscal Year 2025**

1. To ensure the timely settlements of the payables of the Division within the current year and to prevent the carryover of pending payments to next year's cash disbursement program, all current year payments/claims must be submitted to the **Accounting Unit/Records Unit on or before November 15, 2025.**

These include, but are not limited to:

- Payment to suppliers
 - Reimbursement of travel, mobile, and internet expenses
 - Supplemental payroll, loyalty, step increment
 - Monetization and similar claims
2. All claims **submitted beyond the aforementioned date** will be subject to assessment. If no funds are available, the said claims will be recorded/set up as payables to be paid the following year.
 3. Claims **must have complete supporting documents.** Incomplete submissions will be returned to the concerned personnel and will not be marked as received.
 4. For **information and strict compliance.**

CECILIA E. VALDERAMA, PhD,
Assistant Schools Division Superintendent
Office-in-charge
Office of the Schools Division Superintendent

DIVISION LETTER
No. 125 ,s. 2025



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