



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

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

Subject: **DEADLINE FOR SUBMISSION OF ALL VALID CLAIMS FOR FISCAL YEAR 2026**

Date: October 23, 2026

1. To ensure the timely processing and payment of FY 2026 obligations, all claims and payment requests must be submitted to the Records Unit **on or before November 13, 2026.**

These include, but are not limited to:

- Reimbursement of travel, mobile, and internet expenses
 - Supplemental payroll, loyalty, and step increment claims;
 - Monetization of leave credits; and
 - Other similar valid claims
2. Claims submitted after the deadline will be subject to evaluation. If funds are unavailable, the claims will be **recorded as Accounts Payable** and processed for payment in the next fiscal year.
 3. All claims must be supported by complete and appropriate documentary requirements. Incomplete submissions shall be returned to the concerned claimant and shall not be officially received or processed.
 4. For information and strict compliance.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent

DIVISION LETTER
No. 118, s. 2026



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan
Website: <https://bulacandeped.com.ph>
Email: bulacan@depd.gov.ph