



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY
Calbayog City, Western Samar

August 10, 2026

DIVISION MEMORANDUM

No. 343 s. 2026

TIMELY SUBMISSION OF ALL PERSONNEL SERVICES (PS) CLAIMS FOR CY 2026

*To: Public Schools District Supervisors
School Heads
Unit Heads concerned
Teaching & Non-Teaching Personnel
All other concerned*

1. In line with the efficient management of government funds and to facilitate the timely processing and payment of all Personnel Services (PS) claims, all officials and employees are hereby reminded to submit their PS claims within the prescribed period during Calendar Year (CY) 2026 such as:

- Initial Salary (newly hired)
- Salary-Substitute
- Maternity benefit claims
- Salary Differentials (Promotion, Step Increment, Reclass)
- Special Harship Allowance/Multigrade
- Hardship allowance for Health personnel
- Other PS claims

2. Personnel Services claims of previous years that remain unsubmitted shall no longer be accepted for outright processing for payment.

3. Any employee intending to file a late Personnel Services claims (previous years claims) shall first submit a written request explaining the reason for the delayed submission. The request letter shall:

- a. Be properly addressed to the Schools Division Superintendent;
- b. Clearly state the nature of the claim and reason for its late filing;
- c. Include any supporting documents necessary to justify the delay.

4. It is also encouraged that documents for any PS claims be submitted with transmittal from the originating schools for proper accounting and recording of documents. School Heads and Units Heads shall ensure the prompt endorsement and submission of all claims of PS claims of all employees in their respective schools.

5. The request shall be evaluated upon receipt by the appropriate office. Only upon the approval of the agency head shall the corresponding claim be accepted for processing.

6. Approval of the request shall not automatically entitle the claimant to an outright payment. The claim shall remain subject to verification, availability of appropriations and allotment, compliance with applicable budgeting, accounting and auditing rules and other existing laws, rules and regulations.

7. All officials and employees are also directed to observe diligence in submitting and processing of all PS claims and ensure that all PS claims of CY 2026 are duly processed within the current year.

8. Claims that fail to comply with the foregoing requirements may be returned without action until the deficiencies are complied.

For strict compliance.



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Schools Division Superintendent
SOH 040, S. 2026