



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OFFICE OF BATAAN**

April 26, 2022

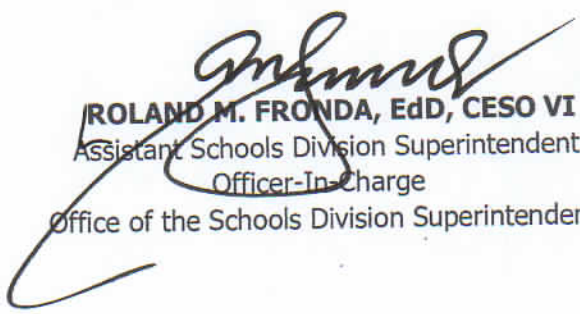
**DIVISION MEMORANDUM**

No. 151 s. 2022

**SUBMISSION OF PREVIOUS YEARS' BENEFIT CLAIMS**

TO: All Public Schools District Supervisors  
Public Elementary and Secondary School Principals  
All Others Concerned

1. This Office reminds all concerned to facilitate the submission of all pending benefit claims from the previous years such as step increment and maternity leave benefit.
2. The Personnel Unit, as well as the Finance Unit, is currently updating the database in line with Presidential Decree No. 1445 Section 119, *Accounting for obligations and expenditures* which states that "All lawful expenditures and obligations incurred during the year shall be taken up in the accounts of that year."
3. Continuous monitoring and timely submission of requirements of all benefit claims from field offices is always expected.
4. Wide dissemination and strict compliance with this memorandum is desired.

  
**ROLAND M. FRONDA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



*"We Mould Heroes"*

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