



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

FEB 02 2023

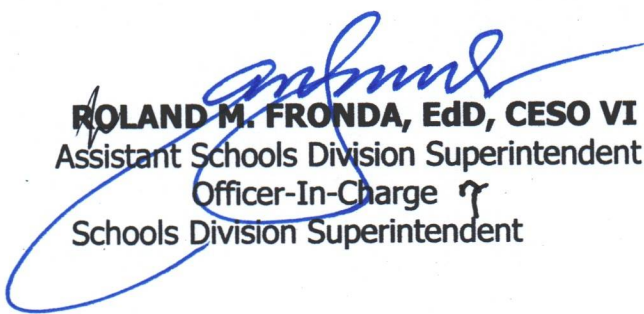
DIVISION MEMORANDUM

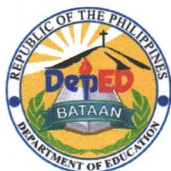
No. 038 s. 2023

SUBMISSION OF UNPAID BENEFITS AND ALLOWANCES

TO: Public Schools District Supervisors
Public Elementary and Secondary School Principals
Administrative Officers II
School Clerks
All Others Concerned

1. This Office has been receiving several requests for payment of personnel benefits and allowances (Loyalty Cash Incentive, Step Increment, Double Maternity, etc.) that were due for the past year/s, thus affecting the efficiency and timely release of claims.
2. In connection thereto, this Office hereby directs the Administrative Officers and school clerks to facilitate the rechecking, requisition, and submission of all unpaid benefits and allowances from February 01- 28, 2023.
3. Immediate dissemination of this Memorandum to all concerned is desired.


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



“WE MOULD HEROES”

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