



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

01 July 2025


**DIVISION MEMORANDUM**

**No. 319, s. 2025**

**SUBMISSION OF PERSONNEL SERVICE EXPENDITURES**

**TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In line with the objective to prioritize employee welfare and benefits, this Office is pleased to inform the field on the submission of requirements for the 2024 Unpaid Personnel Service claims, until July 18, 2025 and the deadline of submission for January to June 2025 personnel expenditures. (Please see Enclosure 1)
2. All are reminded that the lists of requirements must be strictly complied with, to efficiently process the claims.
3. Wide and immediate dissemination of this memorandum is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

JBP/ DM Submission of Personnel Expenditures from Jan to June 2025/  
R2-144464/ 07/01/2025



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Enclosure 1

PERSONNEL EXPENDITURES FOR 2025

CLAIM	DEADLINE OF SUBMISSION
First Salary/ Supplementary Salary from January to June 2025	July 15, 2025
Salary of Substitute Teacher until June 30, 2025	July 15, 2025
Step Increment Differential and Salary Differential Integrated from January to June 2025	July 31, 2025
Salary Differential due to Tranche (First Salary, Supplementary, Promotion and Retirement)	July 15, 2025
Mid-Year Bonus Differential	July 15, 2025
Literacy Remediation Program (LRP)	July 15, 2025
Proportional Vacation Pay SY 2024-2025	July 15, 2025
2024 Unpaid Personnel Service claims	July 31, 2025