



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

08 July 2026

DIVISION MEMORANDUM

No. 346, s. 2026

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 2025 Unpaid Personnel Service claims, until August 13, 2026 and the deadline of submission for January to June 2026 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 2026/
R2-153626/ 07/08/2026



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Enclosure 1

PERSONNEL EXPENDITURES FOR 2026

CLAIM	DEADLINE OF SUBMISSION
First Salary/ Supplementary Salary / Last Salary from January to June 2026	August 06, 2026
Salary of Substitute Teacher until June 30, 2026	August 06, 2026
Step Increment Differential and Salary Differential Integrated from January to May 2026	August 06, 2026
Maternity Pay from January to June 2026	August 06, 2026
Hardship from January – June 2026	August 06, 2026
Loyalty from January to June 30, 2026	August 06, 2026
Mid-Year Bonus & MYB Differential	August 06, 2026
Compensation on 2026 Aral Tutor	August 06, 2026
2025 Unpaid Personnel Service claims (Prior Year Claims)	August 13, 2026