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

25 September 2026

DIVISION MEMORANDUM
No. 476, s. 2026

SUBMISSION OF 2026 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 of prioritizing employee welfare and benefits, this Office is pleased to inform the field of the submission of requirements for all unsubmitted and unpaid Personnel Services (PS) claims for the year.

2. Attached to this memorandum are the lists of requirements that must be strictly complied with to ensure the efficient processing of said claims. (Please see Enclosure 1)

3. Wide and immediate dissemination of this memorandum is desired.

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

JBP/ Submission of 2026 Personnel Expenditures/
R2-156082/ 09/25/2026

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Enclosure 1

PERSONNEL EXPENDITURES FOR 2026

CLAIM	DEADLINE OF SUBMISSION
First Salary/ Supplementary Salary until September 2026	October 16, 2026
Clothing Allowance appointed until July 01, 2026	October 16, 2026
Proportional Vacation Pay Claim	October 16, 2026
Maternity Double Pay-Leave during summer vacation	October 16, 2026
Monetization Of Leave Credits	October 08, 2026
Loyalty Claim up to December 31, 2026	November 06, 2026
First Salary/ Supplementary Salary for October 2026	November 06, 2026
Step Increment Differential and Salary Differential Integrated until October 2026	November 06, 2026
Cash Allowance for Newly Hired from June 08-July 17, 2026	November 06, 2026
Year-End Bonus and Cash Gift of Retired and Resigned from May 1 to October 31, 2026	November 06, 2026
Year-End Bonus Differential	November 20, 2026
Pro-rated Cash Gift for Newly Hired from July 02-October 31, 2026	November 06, 2026
Pro-rated Cash Allowance for Newly Hired from July 20, 2026 onwards	December 01, 2026
Step Increment Differential and Salary Differential Integrated from November to December 2026	December 01, 2026
First Salary/ Supplementary Salary for November to December 2026	December 01, 2026
Hardship October to November 2026	December 01, 2026
Hardship December 01-18, 2026	December 01, 2026
Productivity Enhancement Incentives for Newly Hired for CY 2026	December 01, 2026
Salary of Substitute Teachers until December 10, 2026	December 01, 2026
Medical Allowance of Newly Hired up to July 01, 2026	December 01, 2026

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