



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

07 October 2025


**DIVISION MEMORANDUM**

**No. 565, s. 2025**

**SUBMISSION OF 2025 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. IBANEZ, CESO V**  
Schools Division Superintendent

JBP/ Submission of 2025 Personnel Expenditures/  
S2-112386/ 10/07/2025



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Enclosure 1

PERSONNEL EXPENDITURES FOR 2025

<b>CLAIM</b>	<b>DEADLINE OF SUBMISSION</b>
First Salary/ Supplementary Salary until September 2025	October 15, 2025
Clothing Allowance appointed until May 31, 2025	October 15, 2025
World Teachers' Day Incentives for Newly Hired until October 5, 2025	October 15, 2025
Proportional Vacation Pay	October 15, 2025
Maternity Double Pay-Leave during summer vacation April 16-June 15, 2025	October 15, 2025
Loyalty Claim up to December 31, 2025	November 05, 2025
First Salary/ Supplementary Salary for October 2025	November 05, 2025
Step Increment Differential and Salary Differential Integrated until October 2025	November 05, 2025
Cash Allowance for Newly Hired from June 16-October 31, 2025	November 05, 2025
Year-End Bonus and Cash Gift of Retired and Resigned from May 1 to October 31, 2024	November 05, 2025
Year-End Bonus Differential	November 15, 2025
Pro-rated Cash Gift for Newly Hired from June 16-October 31, 2025	November 07, 2025
Pro-rated Cash Allowance for Newly Hired from November 01, 2025 onwards	December 01, 2025
Step Increment Differential and Salary Differential Integrated from November to December 2025	December 01, 2025
First Salary/ Supplementary Salary for November to December 2025	December 01, 2025
Hardship October to November 2025	December 01, 2025
Hardship December 01-19, 2025	December 01, 2025
Productivity Enhancement Incentives for Newly Hired for CY 2025	December 01, 2025
Salary of Substitute Teachers until December 19, 2025	December 01, 2025
Medical Allowance of Newly Hired up to June 30, 2025	December 01, 2025