



Republic of the Philippines
Department of Education
Schools Division of Benguet

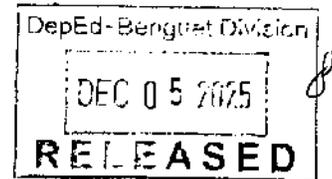
December 4, 2025

DIVISION MEMORANDUM

No. 594 s. 2025

**Deadline for Submission of Complete Documentary Requirements for 2025
Claims**

To: Assistant Schools Division Superintendent
Chief Education Supervisors of CID and SGOD
Public Schools District Supervisors/In-Charge
School Principals and Teachers-in-Charge
Administrative Officer II
All Concerned SDO Personnel



1. To ensure the prompt processing and release of personnel benefit claims for Calendar Year 2025, this Office reminds all concerned to submit their Daily Time Records (DTR) and other claims with complete supporting documents on or before **December 20, 2025**.
2. To accommodate the expected volume of submissions and support personnel in completing their requirements, please be informed that the Administrative Unit, Personnel Section, Budget Section and Accounting Section will be open on December 6, 8, 13, & 20, 2025 to receive and initially review documents.
3. All concerned are advised to strictly observe the deadline and to ensure the completeness and accuracy of all documents submitted to avoid delays in processing and disbursement.
4. **It is reiterated that Daily Time Records (DTR) of Teaching Personnel with incomplete attachments or those submitted beyond the prescribed deadline shall not be processed. The responsibility and accountability for any delay or non-processing shall lie with the School Head.**
5. Please refer to the attached checklist of required documents (2 sets) for proper guidance.
6. For strict compliance.


ESTELA P. LEON-CARIÑO EdD, CESO III

Regional Director and
Concurrent Officer-in-Charge
Office of the Schools Division Superintendent



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A. Personnel-Related Claims

1. Salary Claims

Notice of Step Increments (NOSI)	Notice of Salary Adjustments (NOSA)	Special Hardship Allowance (Multi-grade, Hardship Post, ALS, Magna Carta Benefit for Health Workers)
<ul style="list-style-type: none"> - Payroll - Duly certified photocopy by the School Head/Administrative Officer II (3 copies) <ul style="list-style-type: none"> a. Latest Appointment b. Latest Payslip - Updated Original Service Record 	<ul style="list-style-type: none"> - Payroll - Duly certified photocopy by the School Head/Administrative Officer II (3 copies) <ul style="list-style-type: none"> a. Latest Appointment b. Latest Payslip - Assumption to Duty (1 copy) - Updated Original Service Record 	<ul style="list-style-type: none"> - Payroll - Form 48 DTR with complete attachments (authority to travel, Locator slips, Certificate of Appearance, etc)
Salary Claim for Substitute Teachers	Salary Claim for Contract of Service	Loyalty
<ul style="list-style-type: none"> - Updated Original Service Record - Duly Signed Form 48 with complete attachments, Biometrics generated and approved accomplishment reports with complete attachments (Travel Authority, Locator Slip, Certificate of Appearance, Proof of Work/Class Suspension) – All original (2 sets) - Subscribed Personal Data Sheet (1 original, 1 certified photocopy) 	<ul style="list-style-type: none"> - Duly Signed Form 48 with complete attachments, Biometrics generated and approved accomplishment reports with complete attachments (Travel Authority, Locator Slip, Certificate of Appearance, Proof of Work Suspension) – All original (2 sets) - Accomplishment Report certified 	<ul style="list-style-type: none"> a. Duly Certified Photocopy of Original Appointment by the School Head/Administrative Officer II b. Updated Original Service Record



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<ul style="list-style-type: none"> - Certified Photocopy of the following (2 copies): a. Latest Appointment b. Oath Of Office c. Assumption to Duty d. BIR Form 1905/1902 e. Duly Certified Photocopy of Updated Pag-ibig Member Data Form (old Member), Screenshot of Tracking Number (new members) f. Duly Certified Photocopy of Updated Philhealth Member Data Form (MDR) g. Duly Certified Photocopy of ATM Card or Account Number 	<ul style="list-style-type: none"> and signed by the School Head - Photocopy of the contract, duly certified by the School Head - Duly Certified Photocopy of ATM Card or Account Number (<i>1st time claimants</i>) 	
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2. Overtime Pay

- Approved Authority to render overtime
- Duly signed DTR & Accomplishment Report
- Duly signed Certification from Immediate Supervisor

B. Benefits and Allowances

1. Health / Medical Benefits (liquidation)

Individual Availment		
Personnel enrolled as a supplemental member	Availment of new/renewal of own HMO	Payment of medical expenses
<ul style="list-style-type: none"> a. Duly signed Medical Allowance Registration Form (Annex A) b. Family member's HMO plan as valid 	<ul style="list-style-type: none"> a. Duly signed Medical Allowance Registration Form (Annex A) b. Copy of HMO Agreement 	<ul style="list-style-type: none"> a. Duly signed Medical Allowance Registration Form (Annex A) b. Duly signed individual cash claim form Annex B



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proof of enrollment registration c. Valid HMO ID Card	c. Valid HMO ID Card d. Official receipt of payment	c. Certification of GIDA, or Certification of No Adequate HMO branch, or Proof of Denial from any HMO including but not limited to letter or electronic mail. <i>Other requirements such as receipts of medical expenses (hospitalization, diagnostics, medicines etc.) are to be attached to Annex B.</i>
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C. Reimbursement Claims

1. Travelling Expenses
 - Approved Travel Order
 - Duly signed Itinerary of Travel and travel report
 - Original Receipts and Tickets
 - Duly signed Certificate of Travel Completed
2. Communication, Supplies, and Other Allowable Reimbursements
 - Original Receipts
 - Certification of Necessity and Availability of Funds

Note: Additional documents may be required depending on the nature of the claim and audit requirements.



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