



JUL 07 2014

DIVISION MEMORANDUM
No. 309, s. 2014

PROMPT SUBMISSION OF MONETARY CLAIMS

To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. In order to avoid delay in the payments of monetary claims of teaching and non-teaching personnel of this Division, the field is hereby directed that all monetary claims relative to their salaries and other benefits shall be submitted within the month the said claims are due or payable.
2. Further, request for reimbursement of traveling expenses, communication allowances and other similar claims of Division Supervisors, District Supervisors, Schools Heads and other personnel, who are entitled of the same, shall be submitted monthly instead of requesting them in lump sum.
3. Immediate dissemination of this Memorandum is hereby directed.

ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

ADM/rng14

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