



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF CITY OF SAN JOSE DEL MONTE

DepEd SDO City of San Jose del Monte
RELEASED
NOV 09 2023
 Records Section 8.40

November 7, 2023

SCHOOLS DIVISION MEMORANDUM
 No. 424 s. 2023

CORRIGENDUM TO SCHOOLS DIVISION MEMORANDUM NO. 393

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 SDO Personnel
 All Others Concerned

- Relative to the Division Memorandum No. 393, s. 2023 dated October 13, 2023 RE: Submission of Reimbursement/Claims and Other Benefits this office announces that the deadline for the submission of all financial claims is on December 11, 2023.
- Deadlines for the submission of financial request, claims and other related transaction for FY 2023 are shown in the schedule below:

PARTICULARS	DEADLINE	ACTION TO BE TAKEN
All Completed Activities and Travel until November 24, 2023	November 28, 2023	For Processing of Payment
All Activities and Travel after November 24, 2023	December 11, 2023	For Processing of Payment
All Activities and Travel after December 11, 2023	December 29, 2023	For Obligation

- Processing of Monetization of Leave Credits is extended until November 17, 2023.
- All other stipulations stated in the Memorandum remain in effect.
- Immediate dissemination of the Memorandum is earnestly desired.

ERICSON S. SABACAN, EdD, CESO V
 Schools Division Superintendent

Encl: As stated.
 Reference: As stated.
 To be included in the Perpetual Index
 under the following subjects:
 BENEFITS/TRAVEL

osds/odg/CorrigendumtoSDM393
 004/November 8, 2023



“MATATAG: Bansang Makabata, Batang Makabansa”



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