



Republic of the Philippines
Department of Education
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DIVISION MEMORANDUM

No. 244 s, 2017



**To: ALL PERSONS CONCERNED
This Division**

**From: ALLAN G. FARNAZO, PhD, CESO IV
Regional Director IV, Concurrent SDS**

**Subject: New Cut-Off Schedule for Submission of Required
Documents for Various Claims**

Date: September 4, 2017

1. This office would like to inform you that the new cut-off Schedule for the submission of required documents for various claims is every Friday of the week at 12 noon. For Salary Claims, the new cut-off Schedule is every first Tuesday of the month at 5:00 o'clock in the afternoon. This is to ensure timely payment of remittances to GSIS and Pag-IBIG.
2. Wide dissemination and strict compliance of this Memorandum is enjoined.

Copies Furnished:
Person Concerned
Records Section-Office Memorandum

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