



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 18 2023

MEMORANDUM

SUBMISSION OF REPORTS OF UNPAID BENEFITS

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. The field is hereby informed of the submission of reports of unpaid benefits in the Schools Division Office – Muntinlupa as of June 30, 2023
2. For effective and efficient utilization and reporting of financial statements, all the unpaid benefits **up to June 30, 2023** must be declared in the report prepared by the Administrative Officer II/ HR in charge and approved by the School Head.
3. The Administrative Officer II/ HR in charge shall prepare the report and save it as an Excel and PDF file, signed and certified by the School Head. The report shall be uploaded to <https://tinyurl.com/UnpaidBenefits-SDO-Munti> not later than **July 7, 2023 at 12:00 NN**. The template of the report can be accessed in the link provided.
4. Upon submission of the report, **no prior year's unpaid benefits will be accepted for processing**. Failure to submit all the report of unpaid claim benefits including the prior years shall be the accountability of the school, accountable authorities or personnel.
5. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encl: None
Reference: None
To be indicated in the Perpetual of Index
under the following subjects:

BENEFITS PAYMENT REPORTS

UN-2023-153

HR-SB/ MEMO/ 153 / May 11, 2023



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