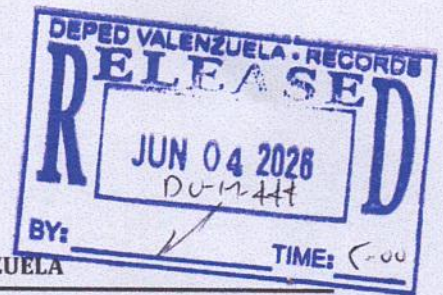


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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 0453, s. 2026

**CALL FOR SUBMISSION OF LIST OF PRIOR YEARS' AND CY 2026 UNPAID
BENEFITS**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Division Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the validation and consolidation of records on personnel benefits, all School Administrative Officers or Human Resource-in-Charge are hereby directed to submit both the soft copy and hard copy of the Certification of Unpaid Benefits for their respective schools.
2. The certification shall indicate any remaining unpaid benefits from prior years up to June 15, 2026. Schools are enjoined to ensure that all information reflected in the certification is complete, accurate, and supported by available records.
3. The following documents shall be submitted following the prescribed format:
 - a) Two (2) hard copies of the duly signed Certification of Unpaid Benefits; and
 - b) One (1) soft copy in excel format
4. All concerned schools are requested to submit the required documents to the Records Section **on or before June 15, 2026**. The submission link can be accessed through <https://tinyurl.com/BenefitsForPayment> and shall automatically close after the said deadline. **Document file** shall be renamed in this format (**NAME OF SCHOOL BENEFITS FOR PAYMENT**). Non-compliance with the prescribed deadline shall affect the efficiency rating of the office concerned and shall be dealt with in accordance with the provisions of administrative accountability.
5. Attached is the template of Certification of Unpaid Benefits for reference.
6. School Administrative Officers, Administrative Assistants and School Heads shall be responsible for ensuring the accuracy and correctness of the documents submitted. Any errors or discrepancies shall be considered their accountability.
7. All submissions and inquiries relative to this matter shall be directed to Personnel Section handling Salaries and Benefits.



Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
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8. Immediate dissemination of and strict compliance with this Memorandum is directed.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

BENEFITS

NZL - SUBMISSION OF CERTIFICATION OF PAYMENT OF BENEFITS, INCLUDING PRIOR YEARS' UNPAID BENEFITS
_____/June 4, 2026



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