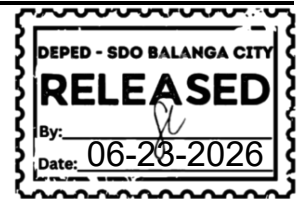




Republic of the Philippines
Department of Education

Region III – Central Luzon
SCHOOLS DIVISION OFFICE OF BALANGA CITY

**Office of the Schools Division
Superintendent**



DIVISION MEMORANDUM
No. 320, s. 2026

**IMPLEMENTATION OF THE “CLAIMSALERT BALANGA NOTIFICATION
SYSTEM” FOR PERSONNEL CLAIMS, SALARIES, BENEFITS, AND OTHER
FINANCIAL TRANSACTIONS**

To: Chiefs, CID and SGOD
Education Program Supervisors
School Heads, Elementary & Secondary
Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to the continuous improvement of financial service delivery and communication within the Schools Division Office of Balanga City, this Office announces the implementation of the **ClaimsAlert Balanga Notification System**, the official notification platform of the Cash Unit.
2. The **ClaimsAlert Balanga Notification System** is designed to provide timely, accurate, and reliable notifications regarding personnel claims, salaries, benefits, and other financial transactions processed by the Cash Unit.
3. Specifically, the system aims to:
 - a. Improve the efficiency of communication related to financial transactions;
 - b. Enhance transparency in the processing of claims, salaries, and benefits;
 - c. Provide personnel with timely updates regarding the status of their transactions;
 - d. Strengthen accountability and responsiveness in service delivery; and
 - e. Establish a reliable monitoring and feedback mechanism for continuous improvement.
4. The ClaimsAlert Balanga Notification System shall not replace official records, payroll documents, accounting reports, or other documents requiring formal approval and issuance. It shall function solely as a notification and communication tool to facilitate the timely dissemination of information to concerned personnel.
5. All emails, notifications and transaction updates transmitted through **balangacity.cash@deped.gov.ph** shall be recognized as official communications of the Cash Unit, Schools Division Office of Balanga City.



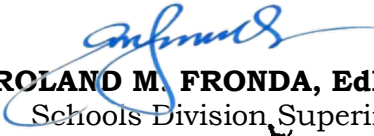
Address: DFS Phase III, Talisay, Balanga City
Email Address: balanga.city@deped.gov.ph
Telephone No: (047) 935-0210





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6. All personnel are encouraged to cooperate in the implementation of the system by regularly monitoring their registered DepEd email addresses for notifications and promptly reporting any concerns regarding notifications received. Any suspicious or unauthorized email purporting to represent the Cash Unit shall be immediately reported to the Office.
7. The Cash Unit shall oversee the administration, monitoring, and continuous enhancement of the system to ensure its effectiveness and reliability.
8. The standard email notification format to be used under the ClaimsAlert Balanga Notification System is attached as *Enclosure No. 1*.
9. Immediate dissemination of and strict compliance with this Memorandum are directed.


ROLAND M. FRONDA, EdD. CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Region III – Central Luzon
SCHOOLS DIVISION OFFICE OF BALANGA CITY

Enclosure No. 1

Republic of the Philippines
Department of Education
Region III - Central Luzon
Schools Division Office of Balanga City

Date: June 19, 2026

Dear NAME,


We are pleased to inform you that the following will be credited to your registered payroll account.

Account Number	Particulars	Amount
0000000000	CLAIMS	P0.00

You may verify through your bank portal or nearest branch.

Should you have any concerns, please contact us at balangacity.cash@deped.gov.ph.

- DepEd Balanga City, Cash Unit

 We value your feedback!

Help us improve our service by completing our short feedback form.

 Click the button below:

 [Fill Out Feedback Form →](#)

DepEd SDO Balanga City
DFS Phase III, Talisay, Balanga City
Tel: (047) 935-0210 | balanga.city@deped.gov.ph