



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

August 1, 2024

**DIVISION MEMORANDUM**  
No. 158 s. 2024

**GUIDELINES ON THE SUBMISSION OF NATIONAL LEARNING CAMP (NLC)  
ACCOMPLISHMENT REPORT AND CLAIMS**

**TO:** Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors/OIC-PSDS  
Budget and Accounting Section Heads  
Elementary and Secondary School Heads  
All Others concerned

1. As a matter of policy, this Office informs ALL concerned of these guidelines for the release of funds relative to the implementation of the National Learning Camp (NLC).

**A. Release of Teaching and Learning Resources Funds to schools**

- A.1. An amount shall be allocated to schools to provide for the teaching and learning resources, administrative expenses and other necessary expenses in the implementation of the NLC.
- A.2. The amount shall be downloaded to schools which shall be determined by the Curriculum Implementation Division (CID) based on the actual number of learners enrolled/registered and actual number of LCV teachers, subject to the rules on Cash Advance.
- A.3. A separate template shall be provided to schools to determine the actual number of learners and teacher volunteers to be consolidated by the districts as basis for the computation of the amount to be downloaded to schools.



Balogo Sports Complex, Balogo, Sorsogon 4700  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

---

A.4. Secondary Schools shall submit directly to the Curriculum Implementation Division (CID) c/o Jerry G. Firmanes, EPS-Mathematics, the template reflecting the actual number of learners and teacher volunteers.

**B. Release of Funds for Meal Expenses of Teachers**

B.1. An amount of P 250.00 will be provided per volunteer teacher (DepEd and Non-DepEd) to defray expenses for meals during the whole duration of the of the NLC & other EOSY break activities, thus, the amount may be released directly to the teachers thru ATM account in the case of DepEd teachers. However, non-DepEd teachers will receive their expenses for meals thru issuance of check.

B.2. The reimbursement shall be supported by the following:

B.2.1. Certificate of Expenses Not Requiring Receipts (CENRR) per COA Circular No. 2017-001 dated June 2017;

B.2.2. Attendance Sheets

2. The Manner of submission of claims/reimbursements shall be done:

a. The School Heads will submit the teachers' CENRR together with the attendance sheet to their respective Office of the Public Schools District Supervisor (OPSDS). The OPSDSs shall then prepare the District Payroll, Obligation Request and Status (ORS) and Disbursement Voucher (DV) and submit the same to the Curriculum Implementation Division (CID) via the records section.

b. The CID upon receipt of said documents process and verify the completeness of the documents submitted. Box A of the DV, Payroll and ORS shall be signed by the CID Chief to certify that the expenses are necessary, lawful and incurred under her direct supervision. The ORS, DV and Payroll together with the CENRRs and attendance sheets shall thereafter be submitted to the Budget Section and Accounting Unit, respectively for processing of payment.

3. Meanwhile, submission of Accomplishment Report shall be based on:

a. For the purpose of uniformity and facilitation on the submission of accomplishment report on the conduct of NLC, a template is provided



---

Balogo Sports Complex, Balogo, Sorsogon 4700  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

---

which is available via soft copy and to be provided by the NLC Focal person, Jerry G. Firmanes -EPS Mathematics.

b. Accomplishment Report shall be submitted not later than August 12, 2024.

4. For information, guidance and compliance.

  
**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent



---

Balogo Sports Complex, Balogo, Sorsogon 4700  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)