



ICT

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

August 9, 2023

DIVISION MEMORANDUM
No. 158, s. 2023

**SUPPLEMENTAL GUIDELINES ON RELEASE OF FUNDS
RELATIVE TO THE IMPLEMENTATION OF NATIONAL LEARNING CAMP**

To: Assistant Schools Division Superintendent
Chiefs – CID, SGOD
PSDSs, OIC-PSDSs
All Functional Area Heads
School Heads
All Others Concerned

1. As a matter of policy, this Office informs the concerned of these supplemental guidelines for the release of funds relative to the implementation of the National Learning Camp (NLC).
2. Release of Cash Advances to schools
 - 2.1. An amount shall be allocated to schools to provide for training expenses, administrative expenses, provision of learning resources to learners and teachers, and other necessary expenses in the implementation of the NLC.¹
 - 2.2. The amount shall be downloaded to schools which shall be determined by the Curriculum Implementation Division (CID), subject to the rules on Cash Advance.
 - 2.3. A separate advisory/memorandum will be issued with regards to the details and the breakdown of the fund to be downloaded.
3. Release of fund for Meal Expenses of teachers
 - 3.1. An amount of ₱250.00 per day will be provided per volunteer teacher to defray their expenses for meals during the whole duration of the NLC & other EOSY break activities, thus, the amount may be released directly to the teachers,

¹ Deped Order No. 14, s. 2023, July 03, 2023.



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- subject to the rules on reimbursement, and such reimbursement shall be done on a weekly basis;²
- 3.2. Requests/claims must be submitted to the Division Office on a Monday immediately following the week of the period for reimbursement in order to facilitate the fast release of fund. (Ex. Reimbursement for the period of August 7-11, 2023 must be submitted on Monday, August 14, 2023);
- 3.3. The reimbursement shall be supported by the following:
- Certificate of Expenses Not Requiring Receipts (CENRR) per COA Circular No. 2017-001 dated June 2017³;
 - Attendance sheet⁴.
- 3.4. The manner of submission of claims/reimbursements shall be the following:
- 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 submit the same to the Curriculum Implementation Division (CID) via the Records Section on a Monday directly following the week of the period for reimbursement.
 - The CID upon receipt of said documents shall prepare the Obligation Request and Status and Disbursement Voucher (ORS-DV) and Payroll per district. Box A of the DV and Payroll 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.
4. For information, guidance and compliance.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent

RJF/Accounting/NLCmemo
Aug. 9, 2023

² Unnumbered Joint Memorandum of Usec. for Finance and Usec. for Curriculum and Teaching, Clarification on the Utilization of Additional Program Support Funds for the Implementation of the National Learning Camp and Other End of School Year (EOSY) Break Activities Supporting the National Learning Recovery Program (NLRP), August 4, 2023

³ Ibid.

⁴ Ibid.



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