



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

July 28, 2023

DIVISION MEMORANDUM
No. **0360**s. 2023

**REIMBURSEMENT OF SCHOOL-BASED TRAINING FOOD EXPENSES OF
ATHLETES AND COACHES DURING THE PREPARATION FOR THE PALARONG
PAMBANSA 2023**

To: Assistant Schools Division Superintendent
Chief - CID
Chief - SGOD
Public Schools District Supervisors
School Principal/Head / Accountable Officers
Administrative Officers II
District Bookkeepers
All Other Concerned

1. With reference to the Division Memorandum No. 0327 s. 2023, this office announces the acceptance of request for food expenses reimbursement of the athletes and coaches' school-based training last July 10 – 23, 2023.
2. Amount of expenses refundable though the Division shall be **the actual food expenses or Seven Hundred Pesos per day (P700.00/day) whichever is lower, for the 14 days training duration.** Food expenses of athletes and coaches that were shouldered by their respective LGUs and by funds other than the School MOOE, shall no longer be refunded by the Division.
3. The reimbursement claims shall be submitted to the bookkeepers for review as to necessary forms and supporting documents and shall be forwarded to **Juanita Rollon of the Internal Audit Section** for checking.
4. The deadline for **submission of the claims to IAS** shall be **on or before the 15th of August, 2023.**
5. Immediate and wide dissemination of this memorandum is hereby directed.

EVANGEL M. LUMINARIAS PhD CESO V
Schools Division Superintendent



Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
412-4938; (038) 411-2544 (038) 501-7550
501-7550 email add: deped.bohol@deped.gov.ph

