



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

**Office of the Schools Division  
Superintendent**

August 11, 2023

**DIVISION MEMORANDUM**  
No. **0375** s. 2023

**REIMBURSEMENT OF TRAVEL OF TEACHERS DURING THE NATIONAL LEARNING  
CAMP TRAINING SEMINAR**

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

1. In line with MATATAG: Bansang Makabata, Batang Makabansa agenda, DepEd Division of Bohol supports and adopts the **Implementation of the National Learning Camp**.
2. In connection to the above, the Division Office hereby announces downloading of Travel Reimbursement claims during NLC Training last July 19 – 31, 2023 to the respective school's checking accounts for the Elementary and Non - IU secondary schools and to the Disbursing Officers of the IU Secondary Schools.
3. In view hereof, teachers shall submit their claims to the district bookkeepers for review and checking of attached supporting documents:
  - a. Itinerary of Travel (Appendix A of GAM)
  - b. Certificate of Travel Completed (Appendix B of GAM)
  - c. Authority to Travel
  - d. Division Memorandum
  - e. Bus Tickets or Certification of Expenses Not Requiring Official Receipts
  - f. Certificate of appearances
4. The school/district bookkeepers are directed to prepare the list per school based on the reviewed documents received and update/enter the validated amount of claim on the google sheet link - <https://tinyurl.com/NLCtravelreim-ELEM> for the district and non-IU Secondary schools and



<https://tinyurl.com/NLCtravelreim-IUS> - for the IU Secondary Schools. The Administrative Officer II assigned shall verify and validate the list prepared by the District Bookkeepers. The deadline for submission/updating of the google sheet shall be **on or before the August 25, 2023 at 5pm after which the link will be closed. Claims not included as of the deadline will no longer be entertained.**

5. For uniformity of claims, the following charges be followed:

	Within 50 KM	Beyond 50KM
<b>Travel / Transpo</b>	Most economical rate from Official Station to Seminar Venue	Most economical rate from Official Station to Seminar Venue
<b>Incidental</b>		360.00
<b>Participants housed in hotels other than Reyna's the Haven</b>	Travel exp based on the most economical rate from Seminar Venue to Hotel Accommodation	

6. The aggregate amount based on the submitted list of teachers' travel claims in the google link shall be processed by this Office after validation for downloading to the School's Bank Account in a form of Cash Advance.
7. Schools with at most 5 claims shall issue check of the reimbursement directly to the concerned teachers. For schools with more than 5 claims may opt to prepare payroll from the validated list in the google link and issue cheque named to the Accountable Officer himself/herself and will encash the cheque. He/she will then schedule the release of claims to the teachers through cash. The Accountable Officers are encouraged to strategize on their payout plans and ensure that the full amount shall be received by the teachers, subject to existing budgeting, accounting, and auditing regulations.
8. The liquidation, together with the supporting documents, shall be submitted to the Accounting Unit, **not later than 30 days after the download of the fund.** Administrative Officers II shall monitor the submission of the liquidation reports.
9. Immediate and wide dissemination of this memorandum is hereby directed.

  
**EVANGEL M. LUMINARIAS PhD CESO V**  
 Schools Division Superintendent 

