



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. 0402s. 2023

**LAST CALL TO ACCOUNTABLE OFFICERS OF THE SUBMISSION OF REIMBURSEMENTS  
CLAIM AND LIQUIDATION REPORTS OF THE PALARONG PAMBANSA 2023 FUNDS**

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. This memorandum is with reference to the Division Memorandum No. 0360 s. 2023 on the Reimbursement of School-Based Training Food Expenses of Athletes and Coaches During the Preparation for the Palarong Pambansa 2023. This is a **LAST CALL for the submission of the following:**

**A. Reimbursement claims:**

- Transportation expense during the National Screening and Accreditation of Athletes, Coaches and Assistant Coaches and Chaperones
- Meals expenses during the National Accreditation of Athletes, Coaches and Chaperones
- Meals Expenses Reimbursement for the training of Athletes and Coaches on July 10 – 23, 2023
- Transportation expenses of Athletes, Coaches, Delegation Staff from Residence to Panglao Airport

**B. Liquidation Reports:**

- Meals and accommodation expenses of the delegation staff on July 28 – August 5, 2023
  - Transportation expenses of the delegation staff
  - Purchase of sports supplies
2. The documents must be submitted to **IAS ON OR BEFORE SEPTEMBER 8, 2023**. Claims submitted after the aforementioned deadline will no longer be accepted as the funding will be returned to the Provincial Government. Late reimbursement claims will be shouldered by the corresponding accountable officers in-charge.
  3. Immediate and wide dissemination of this memorandum is hereby directed.

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



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