



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

April 29, 2024

DIVISION MEMORANDUM
No. 215, s. 2024

**DOWNLOADING OF FUNDS FOR THE TRAVEL REIMBURSEMENT CLAIMS OF
PARTICIPANTS TO THE DIVISION TRAINING OF SCHOOL TRAINERS ON THE
MATATAG CURRICULUM**

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. Pursuant to DepEd Memorandum ATC no. 2024-CO-00113 – Authority to Conduct (ATC) – Training on the MATATAG Curriculum for Teachers and School Leaders, this Office announces downloading of funds to the schools' checking account for the Elementary and Non-IU Secondary Schools and to the IU Schools Disbursing Officers as reimbursement to their travel expenses in attending the Training on MATATAG Curriculum for Teachers and School Leaders held on April 15 – 19, 2024 at Reyna's the Haven and Gardens, JJs Seafood Village and BPSTEA Building.
2. In view of the above, the school/district bookkeepers are directed to prepare the list of participants per school with the corresponding amount or travel expense reimbursement claimed to this link <https://shorturl.re/matatag-training-travel-reimbu> by collecting from the participants the travel reimbursement documents, provided below, for checking and validation based on the signed attendance (refer to <https://shorturl.re/matatagattendancesheets>). PSDS' claims shall be included in the Central Schools, thus they should no longer be claiming reimbursement from the Division Office. The Administrative Officer II assigned shall verify and validate the data prepared by the District Bookkeepers. The deadline for updating the Google sheet shall be **on or before the May 3, 2024 at 5pm after which the link will be closed.**



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3. After verification, the bookkeeper shall print the report and submit the signed hard copy on May 6, 2024 (Prepared by: Bookkeeper; Checked/Validated by: Administrative Officer II; Noted by: PSDS) to Payroll Makers: Ms. Jeberly Lopus - CD1 Elem Schools & Secondary Schools (IUS); Ms. Claudine Barrios - CD2 Elem Schools; Ms. Lorena Maskey - CD3 Elem Schools; and Lorna Piquero - CD1, 2, & 3 Non-IUs Secondary Schools)
4. The amount for reimbursement shall be equal to **actual travel expenses or One Thousand Five Hundred Pesos (PhP1,500.00) whichever is lower**, following the guidelines below:

Allowable Claim (Distance of Station to Venue)	Incidental Expense	Actual Travel expenses (Station - Venue)
50 kilometers & beyond	/	/
Below 50 kilometers		/

5. The use of the fund shall be subject to the existing government budgeting, accounting, auditing, and procurement laws and regulations. Supporting documents for the reimbursement claims to be submitted per school to the District bookkeepers for review for the travel expenses shall be the following:
 1. Itinerary of travel
 2. Certificate of travel completed
 3. Certificate of expenses not requiring receipts per COA Circular No. 17-001
 4. Travel order
 5. Certificate of appearance
 6. Memorandum
6. Please be reminded that the fund will not be downloaded unless the accountable officer has updated fidelity bonding, has liquidated previously downloaded regular and special funds (*except funds still in implementation*), and the preceding month's Bank Reconciliation Statement. The deadline for submission of the liquidation report shall be **on or before the 30th day from the date the fund is downloaded.**
7. Immediate and wide dissemination of this memorandum is hereby directed.

Casiana P. Caberte

CASIANA P. CABERTE PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge

[Signature]



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