



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

**Office of the Schools  
Division Superintendent**

September 2, 2024

DIVISION MEMORANDUM  
No. 422, s. 2024

**RELEASE OF FUNDS FOR THE MEAL EXPENSES OF ELIGIBLE LCVs DURING THE  
CONDUCT OF NLC AND OTHER EOSY ACTIVITIES**

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

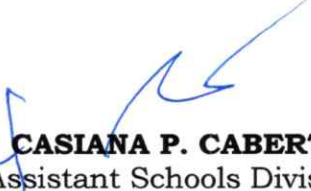
1. In support to the National Learning Recovery Program and in line with Division Memorandum Nos. 217 titled "Guidelines on the Utilization of the 2024 Program Support Fund (PSF) for the Implementation of the National Learning Camp (NLC) and other EOSY Break Activities", this office announces the release of the budget for Meal Expenses of eligible LCVs.
2. DepEd LCVs meal expenses shall be downloaded to the respective schools' checking account. Disbursement of the above budget shall be supported with the following:
  - a. Payroll (Refer to the link for the amount to be released to the LCVs.)
  - b. Proof of attendance
3. The 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 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.
4. Claims for Non-DepEd LCVs will be downloaded to their respective schools. To facilitate the release of the funds, they must provide a Certificate of Services Rendered as per the



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Contract along with proof of attendance. School Heads/ Accountable Officers together with the Administrative Officers II and Bookkeepers are responsible for ensuring that these requirements are met before processing the release non-DepEd LCVs.

5. Please be reminded that the fund will not be downloaded unless the accountable officer has liquidated previously downloaded fund for NLC Orientation. The deadline for submission of the liquidation report shall be **on or before the 30<sup>th</sup> day from the date the fund is downloaded or on or before November 30, 2024.**
6. Immediate and wide dissemination of this memorandum is hereby directed.

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

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