



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

**Office of the Schools
Division Superintendent**

May 21, 2025

DIVISION MEMORANDUM
No. **316**, s. 2025

**REMINDER FOR THE SUBMISSION OF CVIRAA EXPENSES REIMBURSEMENTS
CLAIMS AND CVIRAA FUND LIQUIDATION REPORTS**

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. Due to the urgent need for additional funding to cover expenses of SDO Bohol delegation to the Palarong Pambansa 2025, SDO Bohol has formally requested the download of the 2nd tranche of the Sports Activities Support Funds from the Provincial Government of Bohol.
2. However, for the fund to be processed and released, we are required that previously downloaded funds have to be liquidated. In light of this, this memorandum is being issued to strongly remind and urge all concerned personnel to expedite the submission of their liquidation reports and reimbursement claims.
3. Deadline for submission to the Internal Audit Section or the Accounting Unit shall be on or before Friday, May 23, 2025.
4. Immediate, wide dissemination and strict compliance with this memorandum are hereby directed to all concerned.


FAY C. LUAREZ EdD PhD TM CESO VI
OIC -Schools Division Superintendent 