



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

Office of the Schools
Division Superintendent

August 11, 2025

DIVISION MEMORANDUM

No. 540 . S. 2025

VIRTUAL ORIENTATION OF RECIPIENT SCHOOLS ON THE UTILIZATION OF FUNDS FOR THE PROCUREMENT OF EMERGENCY SUPPLIES AND EQUIPMENT UNDER THE DISASTER PREPAREDNESS AND RESPONSE PROGRAM

To: Assistant Schools Division Superintendent
Chief – SGOD
Chief – CID
Public Schools District Supervisors
School Heads
Assistant III (ADAS III)/Senior Bookkeepers
Administrative Officers II
All Other Concerned

1. This office, through SDO Bohol's Disaster Risk Reduction and Management, will conduct a Virtual Orientation on the Utilization of Funds for the Procurement of Emergency Supplies and Equipment Under the Disaster Preparedness and Response Program on **August 15, 2025, Friday** at 9:30am to 12:00noon through the link <http://url.depedbohol.org/DRRMVirtualOrientation>.
2. The participants are the PSDS, recipient schools' School Heads, assigned Senior Bookkeepers and Administrative Officers II.
3. The PSDS shall determine the venue with a strong internet connection, and participants of the virtual orientation shall convene at the identified venue to reduce the number of individual virtual participants accessing the link.
4. Transportation and per diem of One Hundred Eighty Pesos (P180.00) of participants from schools other than the Central School, relative to the activity shall be chargeable against school MOOE/other School Funds subject to the usual accounting, and auditing rules and regulations. Participants from the Central Schools, including the PSDS, Central School Senior Bookkeepers, and Central School Administrative Officers II, are not eligible for travel expenses but shall be allowed to procure meals.
5. This memorandum shall serve as your **travel authority**.
6. Immediate and wide dissemination of this memorandum is hereby directed.


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



Deped Tayo Bohol Division

Address: 0050 Lino Chatto Barangay Cogon,
Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
email Address: deped.bohol@deped.gov.ph
 www.depedbohol.org