



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

**Office of the Schools
Division Superintendent**

January 27, 2026

DIVISION MEMORANDUM
No. 073, s. 2026


VIRTUAL ORIENTATION MEETING ON BIR 2316 PRINTING

To: Assistant Schools Division Superintendent
Chief – SGOD
Public Schools District Supervisors
School Heads
Administrative Officers II
All Others Concerned

1. This office thru the Accounting Unit announces the conduct of an Online Orientation Meeting with Administrative Officers II on **February 2, 2026, 8:00am-12:00noon. Participants shall be ALL the Administrative Officers II in the Districts.** Link will be sent through the District Administrative Officers II group chat on Monday.
2. This meeting aims to discuss processes regarding the printing of the BIR 2316 forms. Participants shall convene in the district. The travel reimbursements and applicable DTE claims shall be charged against respective school MOOE subject to the usual accounting, auditing rules, and regulations.
3. This memorandum shall serve as **TRAVEL ORDER.**
4. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.


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



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