



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

**Office of the Schools
Division Superintendent**

February 11, 2026

DIVISION MEMORANDUM
No. 110, s. 2026

FUND SOURCE FOR THE ELEMENTARY AND SECONDARY SCHOOL HEAD'S TRAVEL

To: Public Schools District Supervisors
School Principals/Heads
Administrative Officers II
Senior Bookkeepers
All Others Concerned


1. To ensure uniform implementation regarding the fund source for the travel of school heads, attending the following activities:

- **43rd Principals Training and Development Program Cum National Board Conference and Workshop**, to be held on April 8–10, 2026 at the SMX Convention Center, SM Lanang Premier, Davao City for Elementary School Heads; and
- **12th NAPSPHIL Congress**, to be held on April 6–8, 2026 at the Legazpi Convention Center, Legazpi City, Albay for Secondary School Heads

2. This Office informs all school heads who intend to attend the above-mentioned activities that only the **registration fee** shall be charged to the respective School Maintenance and Other Operating Expenses (MOOE). Travel expenses and applicable Daily Travel Expenses (DTE), including accommodation, meals, and incidental expenses, shall be charged to the school's other local funds. This policy is intended to ensure that school funds are primarily allocated to the needs of learners and teachers.

3. School heads are reminded to designate an Officer-in-Charge (OIC) during their attendance at the said activities to ensure continuous school operations.

4. Immediate and wide dissemination of this Memorandum is requested. Strict compliance from all concerned is hereby enjoined.


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