



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

**Office of the Schools  
Division Superintendent**

April 20, 2026

DIVISION MEMORANDUM  
No. 260, s. 2026

**INTERNAL GUIDELINES FOR THE CONDUCT OF MEETINGS, TRAININGS, SEMINARS &  
WORKSHOPS**

To: Assistant Schools Division Superintendents  
Chiefs – SGOD and CID  
Public Schools District Supervisors  
Elementary/Secondary School Principals / Heads  
Administrative Officer II  
All Others Concerned

1. With reference to the Commission on Audit (COA) Audit Observation Memorandum (AOM) No. 2026-020 dated March 10, 2026, regarding the observed weaknesses in transactions related to the conduct of DepEd Bohol meetings, trainings, seminars and workshops, this office hereby issues the following internal guidelines to be observed in the conduct of meetings, trainings, seminars, and workshops.
2. For the conduct of meetings, trainings, seminars and workshops, the following guidelines shall be observed:
  - a. Memoranda authorizing the conduct of meetings, trainings, seminars and workshops shall include an attached list of participants indicating their names, positions/designations, and offices/schools.
  - b. Procurement documents for food, meals, and accommodation shall be supported with the list of participants reflecting their names, positions/designations, and offices/schools.
  - c. Attendance sheets shall contain pre-printed names of expected participants, where attendees shall affix their signatures opposite their respective names to confirm attendance.
  - d. Certificates of Participation & Certificates of Appearance / Attendance shall be prepared as follows:
    - a. Individual certificates – shall be printed for all Certificate of Participation.
    - b. Individual certificates – For activities requiring registration fees payable through cash/check, particularly for IUS participants, individual certificates shall be issued. This ensures that certificates are released only to participants who have fully settled their registration fees and allows them to immediately claim their Certificate of Appearance/Attendance.


End-users shall ensure that Certificate of Appearance/Attendance and Certificate of Participation are released only after confirmation of payment of the required registration fee, when applicable.



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- c. Consolidated certificates – for activities that do not require payment of registration fee or where registrations fees are deducted from the school’s MOOE. Certificate will be posted through the DepEd Bohol website.
  - d. School initiated/organized meetings, trainings, seminars & workshops shall issue individual Certificate of Appearance and Certificate Appearance/ Attendance.
3. Participants to activities with registration fees who will be unable to attend shall be required to:
- i. Inform the organizers in advance and submit a written explanation for their absence to enable organizers to issue an addendum or corrigendum reflecting the necessary changes.
  - ii. Provide a replacement participant with an approved Authority to Travel, as follows:
    - For **TEACHERS** – recommended for approval by the School Head/Principal and approved by the PSDS;
    - For **SCHOOL HEADS** – recommended for approval by the PSDS and approved by the SDS
  - iii. Participants with unexcused absences during the seminar/activity shall personally shoulder the corresponding registration fee. Compliance and monitoring shall be undertaken by the respective end-users in coordination with the School/District Administrative Officer II of the concerned personnel.
4. Immediate and wide dissemination of this memorandum and strict compliance are hereby directed.

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