



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

**Office of the Schools
Division Superintendent**

April 29, 2026

DIVISION MEMORANDUM
No. 283, s. 2026

**REMINDER ON UNCLAIMED CVIRAA EXPENSE REIMBURSEMENTS, HONORARIA,
ALLOWANCES AND INCENTIVES**

To: Assistant Schools Division Superintendents
Chiefs – SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
School Heads
All Others Concerned

1. In connection with the participation in the CVIRAA 2026, all concerned DepEd Bohol delegation officials, committee members, athletes, coaches, assistant coaches, chaperones, trainers, BDSMA, and technical officials, who have unclaimed expenses reimbursements, honoraria, allowances and incentives during the CVIRAA are hereby advised to process and claim their respective payments.
2. All claims must be filed and completed **on or before May 15, 2026**.
3. Claimants are requested to coordinate with the Accounting/Budget Unit Office and submit necessary supporting documents to facilitate release of claims. Failure to claim within the prescribed deadline may result in delays or forfeiture of claims in accordance with existing accounting and auditing rules and regulations. Further, liquidation of the abovementioned fund are required to be submitted to the Provincial Accounting Office the soonest possible time and any unreleased or unused fund shall be returned through the Provincial Treasurer's Office in accordance with existing government accounting procedures.
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