



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

**Office of the Schools
Division Superintendent**

June 1, 2026

DIVISION MEMORANDUM
No. 347, s. 2026

**ONLINE MEETING WITH SCHOOL HEADS, ADMINISTRATIVE OFFICERS II AND
SENIOR BOOKKEEPERS PARTICIPATING SCHOOLS ON THE DIVISION TRAINING
ON THE REVISED GRADES 6, 9 AND 10 CURRICULUM**

To: Assistant Schools Division Superintendents
Chief – SGOD & CID
Education Programs Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Administrative Officers II
Administrative Assistants III (Senior Bookkeepers)
All Others Concerned

1. In connection with the forthcoming Division Training on the Revised Grades 6, 9, and 10 Curriculum, an online meeting shall be conducted with the School Heads, Bookkeepers and Administrative Officer II (AO II) of participating schools on June 4, 2026 at 1pm-5pm, to discuss and clarify concerns regarding the allowable travel expenses and Daily Travel Expense (DTE) claims of participants.
2. The meeting aims to ensure the proper interpretation and application of existing DepEd and government accounting, budgeting, and auditing rules and regulations governing travel claims, reimbursements, and related documentary requirements. Allowable transportation expenses, DTE entitlements, supporting documents, and liquidation procedures shall likewise be discussed. DepEd travel guidelines provide that DTE covers lodging, meals, and incidental expenses during official local travel, subject to existing rules and authorized rates.
3. Concerned personnel are advised to convene at a designated venue within their respective districts with stable and reliable internet connection to ensure their full participation in the online meeting. Refer to Division Memorandum No. 344, s. 2026 for the list of participating schools. The details of the online meeting shall be communicated prior to the activity.



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4. All concerned School Heads, Bookkeepers and AO II are required to attend the meeting and prepare their questions, issues, and concerns relative to travel expense claims to facilitate a productive discussion and ensure uniform implementation among participating schools.
5. This memorandum shall serve as **TRAVEL ORDER**.
6. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.

for:

gcs
FAY C. LUAREZ EdD PhD TM CESO V
Schools Division Superintendent *[Signature]*



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