



Republic of the Philippines
Department of Education
Region VIII
DIVISION OF TACLOBAN CITY
Tacloban City

May 30, 2023

DIVISION MEMORANDUM

No. 306, s. 2023

TO: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary School Heads
All Others Concerned

SUBJECT: Approval of Budget Expenses for Tacloban Delegation to the 2023 Regional Festival of Talents in Calbiga, Western Samar

The Special Education Fund (SEF) School Board has approved the budget expenses under Academic Funds for the participation of the Tacloban Delegation or Team to the 2023 Regional Festival of Talents in Calbiga, Western Samar, which will be held from June 10 to June 13, 2023.

The approved budget breakdown for the expenses is as follows:

- a. Registration Fee: THREE HUNDRED FIFTY PESOS ONLY (P350.00) – DepEd Trust Fund Samar Division Account No. 00-0-01292-730-1 DBP Catbalogan Branch
- b. Food Allowance: FOUR HUNDRED FIFTY PESOS per day (P450.00) for five days
- c. Transportation Fare "To and Fro": FOUR HUNDRED PESOS ONLY (P400.00)

Due to the element of time and time constraint, the requested amount for the expenses cannot be disbursed in cash. Instead, reimbursement will be provided upon liquidation or during the presentation of Official Receipts and other legal supporting documents.

All participants are advised to keep all necessary receipts and supporting documents related to the aforementioned expenses. These documents must be submitted promptly for reimbursement after the conclusion of the event.

The respective school heads and concerned personnel are directed to assist the participants in ensuring that all necessary documents are properly secured and submitted for reimbursement. It is essential to follow the guidelines and procedures set forth by the Division Office to facilitate a smooth and efficient reimbursement process.




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Date: 8/21/23
Time: 7:46
Signature: /

Payment of the registration shall be done per School through the Division Finance Officer/Cashier of which the Division Finance shall consolidate for the payment to DepEd Samar Division but the issuance of the receipt is per School.

For any clarifications or concerns regarding the reimbursement process, please contact the Division Office Liaison Officer, cellphone number 09084264178

Further, this is to inform the field that this Office shall be the one to prepare for the overall Authority to Travel for purposes of uniformity, since it likewise needs the signature for approval of the Chairman of the SEF Board for matters related SEF Funding.

Your cooperation and adherence to this Memorandum are greatly appreciated


JUDELLA RUIZ-LUMPAS, EdD, CESO VI
Schools Division Superintendent

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