



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

Division Memorandum No. 506
Series of 2023

To: All Implementing Units School Head
All Non-Implementing Units School Head
All School Bookkeepers
Other Finance Staff

From: **JUDELLA R. LUMPAS, Ed.D. CESO VI**
Schools Division Superintendent *JRL*
This Division

Subject: Documentary Requirements for the Downloading and Liquidation of the Program Support Fund for the Implementation of the National Learning Camp and Other End of School Year Activities Supporting the National Learning Recovery Program (NLRP)

Date: August 30, 2023

1. This refers to the downloading and liquidation of the program support fund for the implementation of the National Learning Camp ***particularly the downloading of funds for the payment of the meal expense*** for the teachers who voluntarily render their services during the summer break to support the implementation of the 25-day National Learning Camp which was conducted last July 24, 2023 to August 25, 2023.
2. Payment of meal expense will be downloaded to each non implementing units who has implemented the 25-day National Learning Camp. Each school will submit a disbursement voucher and a list of teachers with a corresponding amount to be received for each teacher. Such list must be signed by the School Head. The school bookkeeper will assist the school head to facilitate the downloading of funds. The Division Finance Team to process the downloading of funds to the school upon receipt of such documents.
3. For the implementing units, payment of meal expenses will be released through cash advance of either the school head /disbursing officer.
4. The non-implementing units will disburse the payment for meal expense directly to the teachers through cash advance of School Head.
5. For liquidation purposes submit the following documents:
 - a. Original Attendance Sheet noted by the School Head.
 - b. CENRR (Certificate of Expenses Not Requiring Receipts). Daily CENRR during the duration of the NLC must be submitted.
 - c. Payroll with signature of the teachers and approved by the School Head.
 - d. Activity or Accomplishment Report per school prepared by School Head.
6. For guidance and compliance.



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