



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

December 12, 2023

**REGIONAL MEMORANDUM**

No. 1382 s. 2023

**DOWNLOADING OF TRAVEL REIMBURSEMENTS FOR THE PARTICIPANTS  
 IN THE NATIONAL TRAINING OF TRAINERS ON THE  
 NATIONAL READING PROGRAM (NRP) –  
 VISMIN CLUSTER**

To: Schools Division Superintendents  
 All Others Concerned

- The Curriculum and Learning Management Division (CLMD) shall download travel reimbursements to the Schools Division Offices (SDOs) of participants who attended the **National Training of Trainers on the National Reading Program (NRP) for the Visayas and Mindanao Cluster** on November 20-24, 2023 in Cebu City.
- To carry this out, **One Hundred Ninety-Six Thousand Three Hundred Eighteen Pesos and Ninety-Four Centavos (Php 196,318.94)** charged against SARO No. OSEC-8-23-5634 shall be downloaded to the Schools Division Offices (SDOs) of the identified participants based on the following breakdown of amount:

DIVISION	NO. OF PARTICIPANTS	AMOUNT
Baybay City	2	10,760.00
Biliran	3	13,671.71
Borongan City	2	14,400.00
Calbayog City	3	19,920.00
Catbalogan City	2	13,350.00
Eastern Samar	2	29,689.87
Leyte	2	10,000.00
Maasin City	2	7,990.00
Northern Samar	2	16,600.00
Ormoc City	2	10,700.00
Samar	2	9,640.00
Southern Leyte	4	15,532.52
Tacloban City	3	24,064.84
	31	<b>196,318.94</b>

- The Schools Division Offices (SDOs) are requested to facilitate and expedite the process of reimbursement of the participants as soon as the fund is downloaded.



Address: Government Center, Candahug, Palo, Leyte  
 Telephone No.: (053) 832-5738  
 Email Address: region8@deped.gov.ph  
 Website: <https://region8.deped.gov.ph>

4. Immediate dissemination of and compliance with this Memorandum are desired.

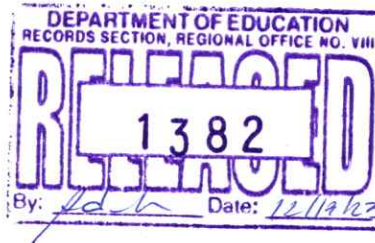
  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

Enclosures: As stated  
References: As stated

To be indicated in the Perpetual Index under the following subjects:

NTOT ON THE NRP  
DOWNLOADING OF FUNDS  
TRAVEL REIMBURSEMENT

CLMD-DME





Republic of the Philippines  
DEPARTMENT OF EDUCATION

Central Office

SUB-ALLOTMENT RELEASE ORDER

Fiscal Year 2023

*Am copy*  
*AG*  
*10/14/23 C. Tiong*

<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> 310100100003000 - Current Appropriations Basic Education Curriculum		<b>REFERENCE:</b> B51B-F-23-0018510 dated 6-16-2023	<b>SUB-ALLOTMENT RELEASE ORDER NO.:</b> OSEC-B-23-5634
		<b>LEGAL BASIS:</b> Republic Act No. 11936 - FY 2023 GAA	<b>DATE:</b> 29-Sep-23
<b>FUND CODE:</b> 01101101	<b>ORGANIZATION CODE:</b> 070010100000		<b>FISCAL YEAR:</b> FY 2023

**PURPOSE:**

*To cover expenses in connection with the conduct of various activities for National Reading Program*

To: The Regional Director  
Regional Office - VIII  
Candaba, Palawan  
0924050008

Region : B

PARTICULARS	ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Training Expenses	MOB (00000000)	662,940.00
<b>AMOUNT IN WORDS:</b> <i>*** Six Hundred Sixty Two Thousand Nine Hundred Forty Pesos Only</i>	<b>Total:</b>	<b>662,940.00</b>

**NOTE:** The MOB and total amount herein authorized is valid for obligation until December 31, 2023.

The above sub-allotments have been made available for expenditures at the Regional Division Office. It is your primary responsibility to keep expenditures within the limits of the amount authorized. Pursuant to Section 41, Book V, of Executive Order No. 280, the incurrence of obligations is prohibited. Parties responsible for the incurrence of obligations shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements thereon shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

**CERTIFIED CORRECT:**

**CHOLITA F. TIONG**

Chief Administrative Officer  
Budget Division

**APPROVED:**

**MICHAEL W. SLEY, POA**

Undersecretary and Chief of Staff  
OIC, Office of the Undersecretary for Finance