Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

NOV 17 2026

REGIONAL MEMORANDUM
No. 1328 s. 2026

DOWNLOADING OF FUNDS FOR TRAVEL EXPENSE RELATIVE TO THE CONDUCT OF THE STRENGTHENED SENIOR HIGH SCHOOL CURRICULUM TRAINING PROGRAM

To: Assistant Regional Director
Schools Division Superintendents of Bacolod City,
Himamaylan City, San Carlos City, Kabankalan City
Regional Functional Division Chiefs
All Others Concerned

1. Relative to the conduct of the strengthened senior high school curriculum training for school heads, this Office informs the Schools Division Office (SDO) of the downloading of funds intended for the travel expenses of participants, facilitators, and members of the Program Management Team participated in the said activities.

2. The downloaded funds shall be utilized strictly for authorized travel-related expenses in accordance with existing government accounting and auditing rules and regulations, including applicable provisions of the Department of Budget and Management (DBM), Commission on Audit (COA), and Department of Education (DepEd) policies.

3. In cases where the downloaded funds are insufficient, available Schools Division Office funds, School funds, or any local funds available may be utilized, subject to existing guidelines and applicable accounting and auditing rules and regulations.

4. The Schools Division Superintendents are hereby directed to:
a. ensure the proper utilization and timely disbursement of the downloaded funds;
b. facilitate the immediate release of travel allowances and other authorized expenses to the concerned participants;
c. submit the required financial and liquidation reports in accordance with existing guidelines; and
d. ensure that all expenses incurred are necessary, lawful, and directly related to the conduct of the training program.

Address: Batinguel, Dumaguete City, 6200
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5. The participants and concerned personnel are likewise reminded to observe existing travel policies and to submit the necessary supporting documents for liquidation purposes within the prescribed period.

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

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference:
To be indicated in the Perpetual Index
under the following subjects:
SEMINAR PROGRAMS TRAININGS
ZSL/HRDD-RM- : Downloading of travel expenses for the SSHS FOR SCHOOL HEADS/November 14,2026

Encloseure 1

	Travel Expense per Activity		
Schools Division Office	Workshop on the Validation of the TRPs for the Training of School Heads on the Implementation of SSHS	Workshop on the Finalization of the developed the TRPs for the Training of School Heads on the Implementation of SSHS	Total
Bacolod City	13,500	13,500	Php 27,000
Himamaylan City	13,500	13,500	Php 27,000
San Carlos City	13,500	13,500	Php 27,000
Kabankalan City	13,500	13,500	Php 27,000
Total			Php 108,000

***** *nothing follows* *****