Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

NOV 17 2026

REGIONAL MEMORANDUM
No. 1332 s. 2026

DOWNLOADING OF FUNDS FOR TRAVEL EXPENSE RELATIVE TO THE CONDUCT OF THE DYNAMIC LEARNING PROGRAM FOR LEARNING CONTINUITY IN EMERGENCIES ACTIVITIES

To: Assistant Regional Director
Schools Division Superintendent of Guihulngan City
Regional Functional Division Chiefs
All Others Concerned

1. Relative to the conduct of the dynamic learning program for learning continuity in emergencies activities, this Office informs the Schools Division Office (SDO) of Guihulngan City 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 Superintendent is 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 DLP/November 14,2026

Encloseure 1

Travel Expense per Activity			
Schools Division Office	Workshop on converting the face to face DLP Resource Package into Self Paced Online Learning Resource: Session Redesign and LR Development	Workshop on Video Production and Finalization of Digital Learning Resources for the DLP Self Paced Online Course	Total
Guihulngan City	10,000	10,000	Php 20,000

*** nothing follows ***