



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF PANGASINAN II

Office of the Schools Division Superintendent

August 19, 2024

DIVISION MEMORANDUM

No. 422, s. 2024

**ALLOCATION OF FUNDS FOR THE MEAL EXPENSES OF VOLUNTEER TEACHERS
AS SUBMITTED BY THE PARTICIPATING SCHOOLS**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/District In-charge
Elementary and Secondary School Heads
All Others Concerned

1. Relative to the conduct of the National Learning Camp (NLC) for the SY 2023-2024 as stipulated in DepEd Order (DO) No. 014, s. 2023 titled Policy Guidelines on the implementation of the National Learning Camp (NLC), this office through the Curriculum Implementation Division (CID) provides the breakdown of the actual number of teacher volunteers for the NLC as reported by the school heads/coordinators as of August 14, 2024.
2. The provision of funds for the payment of meal expenses for teachers who were involved in the NLC and other End-of-School-Year (EOSY) break activities supporting the National Learning Recovery Program (NLRP) is covered in the Memorandum DM-OUCT-2024-097 dated April 15, 2024.
3. The amount of two hundred fifty pesos (Php250.00) per day for DepEd and Non-DepEd teacher volunteers shall be downloaded to the schools listed in this memorandum.
4. Amount for reimbursement shall be supported with the following:
 - a. **For DepEd Teacher Volunteers**
 - a.1 Certificate of Expenses Not Requiring Receipts (CENRR) per COA Circular No. 2017-001 (Clarifications on the Use of Reimbursement Receipt (RER) and Certification in Relation to Reimbursement of Expenses Not Requiring Official Receipts (ORs) dated June 2027
 - a.2 Attendance Sheet
 - a.3 Copy of generated National Certificate
 - a.4 Accomplished Annex 1, Appendix A, B, D, and E of Annex 3, of Memorandum DM-OUCT-2024-097
 - b. **For Non-DepEd Teacher Volunteers**
 - a.1 Certificate of Expenses Not Requiring Receipts (CENRR) per COA Circular No. 2017-001 (Clarifications on the Use of Reimbursement Receipt (RER) and Certification in Relation to Reimbursement of Expenses Not Requiring Official Receipts (ORs) dated June 2027
 - a.2 Attendance Sheet
 - a.3 Copy of National Certificate generated
 - a.4 Accomplished Annex 1, Appendix A and C of Annex 3, of Memorandum DM-OUCT-2024-097
5. The attendance sheet should be attached to the certification as a proof of daily participation in the NLC and other EOSY break activities supporting the NLRP.
6. The list of schools with the number of reported teacher volunteers who participated in the NLC and other EOSY break activities and the corresponding amount to be downloaded is reflected in Enclosure No. 1.
7. Immediate and wide dissemination of this memorandum is desired.



VIVIAN LUZ S. PAGATPATAN, CESO VI
OIC, Schools Division Superintendent