



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Bohol

**Office of the Schools  
Division Superintendent**

June 25, 2024

DIVISION MEMORANDUM  
No. 290, s. 2024

**DOWNLOADING OF FUNDS FOR THE EXPENSES RELATED TO THE CONDUCT OF  
ORIENTATION FOR THE 2024 NATIONAL LEARNING CAMP (NLC)  
IMPLEMENTATION**

To: Assistant Schools Division Superintendent  
Chief - CID  
Chief - SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
School Principal/Head  
Administrative Officers II  
District Bookkeepers  
All Other Concerned

1. In support to the National Learning Recovery Program and in line with Division Memorandum Nos. 217 and No. 254 s. 2024 titled "Guidelines on the Utilization of the 2024 Program Support Fund (PSF) for the Implementation of the National Learning Camp (NLC) and other EOSY Break Activities" and "District Orientation of Learning Camp Volunteers for the Implementation of the National Learning Camp (NLC) and Other EOSY Break Activities" respectively, this office announces the download of the budget for the expenses of the related to the conduct of the orientation for the 2024 National Learning Camp (NLC) implementation to the Elementary and Non-IU Secondary Schools' checking account and to the IU Secondary Schools Disbursing Officers.
2. The allocated budget for the conduct of the orientation shall be Three Hundred Pesos (PhP300.00) per participant based on the number of participants **stated in Division Memorandum Nos. 280 s 2024** . This amount will be downloaded to the checking account of respective elementary and Non-IU secondary schools' checking accounts, as well as to the Disbursing officers of IU Secondary schools. Refer to the link for amount to be downloaded to the above accounts; <https://shorturl.at/zQ77G>



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3. The use of the fund shall be subject to the existing government budgeting, accounting, auditing and procurement laws and regulations. Disbursement of the above budget shall be supported with the following:
  - a. Certificate of expenses not requiring receipt per COA Circular No. 17-001
  - b. Attendance Sheet
4. The schools with at most 5 claims shall issue check of the reimbursement directly to the concerned teachers. For schools with more than 5 claims may opt to prepare payroll and issue cheque named to the Accountable Officer himself/herself and will encash the cheque. He/she will then schedule the release of claims to the teachers through cash. The Accountable Officers are encouraged to strategize on their payout plans and ensure that the full amount shall be received by the teachers, subject to existing budgeting, accounting, and auditing regulations.
5. Please be reminded that the fund will not be downloaded unless the accountable officer has updated fidelity bonding, has liquidated previously downloaded regular and special funds (*except funds still in implementation*), and the preceding month's Bank Reconciliation Statement. The deadline for submission of the liquidation report shall be **on or before the 30<sup>th</sup> day from the date the fund is downloaded.**
6. Immediate and wide dissemination of this memorandum is hereby directed.

*Casiana P. Caberte*

**CASIANA P. CABERTE PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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