



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

September 24, 2020

REGIONAL MEMORANDUM

No. **505**, s. 2020

**REGIONAL OFFICE VIII PROCEDURE ON THE RELEASE OF WORLD
TEACHER'S DAY BENEFIT AND MEDICAL EXAMINATION EXPENSES**

To: Schools Division Superintendents
All Others Concerned

1. This office, through the Finance Division in collaboration with the Payroll Services of the Administrative Division, hereby announces that the Regional Office shall release both the World Teacher's Day Incentive Benefit (WTDIB) and Medical Examination Expenses (MEE) of Elementary and Secondary School Teachers and teaching related employees whose salaries are paid through the Payroll Services.
2. The Schools Division Offices, with qualified Senior High School teachers whose salaries are still paid at the Division Offices are advised to coordinate with the Finance Division for the release of Sub-Allotment Release Order (Sub-ARO) not later than September 28, 2020.
3. For the Implementing Units (IUs), a Sub-Allotment Release Order (Sub-ARO) shall be released to them, following the allocation approved by the Central Office.
4. The RO-Finance Division shall facilitate the request of Notice of Cash Allocation (NCA) for the WTDIB and MEE from DBM-RO, which shall be released direct to the accounts of the SDOs and IUs.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


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Director IV

FD-GJF

