



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

November 5, 2025

REGIONAL MEMORANDUM

No. **1465** s. 2025

**DOWNLOADING OF TRAVEL REIMBURSEMENT FOR THE PARTICIPANTS IN
THE ORIENTATION OF CORE TRAINERS ON R.A. 11650 IMPLEMENTATION
FOR LOCAL GOVERNMENT UNIT (LGU) OFFICIALS**

To: Schools Division Superintendents
Division SNED Supervisors
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD) and Finance Division, shall download funds to the 13 schools division offices as travel reimbursement of the participants who will attend the **Orientation of Core Trainers on R.A. 11650 Implementation for Local Government Unit (LGU) Officials** on November 10-12, 2025 at the Great Eastern Hotel, Quezon City.
2. A sum of **Three Hundred Forty-Four Thousand Two Hundred Forty Pesos (Php 344,240.00)** charged against **OSEC-8-25-03364** dated June 13, 2025 under the 2025 SNED Funds shall be downloaded to the concerned SDOs based on the following allocation:

DIVISION	NUMBER OF PARTICIPANTS	AMOUNT
Baybay City	2	13,240.00
Biliran	2	13,240.00
Borongan City	2	13,240.00
Calbayog City	2	13,240.00
Catbalogan City	2	13,240.00
Eastern Samar	2	13,240.00
Leyte	2	13,240.00
Maasin City	2	13,240.00
Northern Samar	2	13,240.00
Ormoc City	2	13,240.00
Samar	2	13,240.00
Southern Leyte	2	13,240.00
Tacloban City	2	13,240.00
TOTAL	26	344,240.00

3. As provided in DM-LS-2025-135 dated October 7, 2025, travel expenses of all the participants including SDO representatives and LGU officials shall be covered by the downloaded funds.

4. In case the downloaded amount is not sufficient to cover the travel expenses of each participant, the same expenses may be charged against their respective local funds, subject to the applicable accounting rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

RONEL AL K. FIRMO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosures: SARO No. OSEC-8-25-03364
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

ACTIVITIES
DOWNLOADING OF FUNDS
REIMBURSEMENT
SPECIAL NEEDS EDUCATION

CLMD-DME





Republic of the Philippines
DEPARTMENT OF EDUCATION
Central Office

SUB-ALLOTMENT RELEASE ORDER
Fiscal Year 2025


PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA342 310300100005000 - Current Appropriations Special Needs Education Program		REFERENCE: FY 2025 GAAAO dated 01/01/2025	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-8-25-03364
FUND CODE: 01101101		LEGAL BASIS: FY 2025 GAA R.A. No. 12116 (Current Appropriations)	DATE: 13-Jun-25
ORGANIZATION CODE: 070010100000		FISCAL YEAR: FY 2025	
PURPOSE: <i>To cover expenses in connection with the conduct of various activities related to the Special Needs Education (SNED) related activities.</i>			
To: The Regional Director Regional Office - VIII Candahug, Palo, Leyte 070010300008			Region : 8
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Training Expenses		MOOE 5020201002	\$19,560.00
AMOUNT IN WORDS: *** Five Hundred Nineteen Thousand Five Hundred Sixty Pesos Only ***			Total: <u>\$19,560.00</u>
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2026.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

Certification of Availability of Allotment:


CHOLITA F. TIONG
Chief Administrative Officer
Budget Division

Approval for Transfer/Downloading of Funds:


ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
OIC, Office of the Undersecretary for Finance