



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

June 25, 2025

DIVISION MEMORANDUM

No. 574 s. 2025

**DOWNLOADING OF FUNDS FOR THE MEAL ALLOWANCE OF TEACHER-VOLUNTEERS DURING THE CONDUCT OF SUMMER ACADEMIC REMEDIAL PROGRAM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Concerned Secondary School Heads  
All Others Concerned

1. Attached is the fund allocation list of schools that have participated in the Summer Academic Remedial Program for EOSY 2024-2025. The expected amount to be downloaded to concerned schools for the meal allowance of the teacher-volunteers who have served during the said activity are reflected in the list.


2. There are required documents for the downloading of the said funds to select schools which must be submitted to the CID Office c/o Ms. Sandrine A. Tabuilo for the Activity Request:

- 4 copies of Disbursement Voucher (DV)
- 2 copies of School Operating Budget (SOB)
- 2 copies of Obligation and Request Status (ORS)
- Work and Financial Plan (WFP)
- Letter request

3. It is expected that all documents are properly signed including the approved Work and Financial Plan (WFP). Before submitting all the needed documents to the CID office, please attach Document Tracking and Routing Slip from the records section. After submission to the CID Office these documents will be forwarded to the accounting section. Submission of all the required documents will be from **June 30 to July 4, 2025** only.

4. A sample Work and Financial Plan to be accomplished by the school planning officer/school finance officer duly certified by the school head is enclosed as *guide*.

5. For guidance and compliance of all concerned.

  
**CECILE C. FERRO CESOY**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes

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**ALLOCATION LIST ON THE MEAL ALLOWANCE OF TEACHER-VOLUNTEERS  
DURING THE CONDUCT OF SUMMER ACADEMIC REMEDIAL PROGRAM EOSY  
2024-2025**

School ID	School	No. of Teacher Volunteers	Allocation per teacher for 20 days	Total amount to be downloaded
500031	Buyo Integrated School	1	5,000	5,000.00
302083	Catanduanes National High School	25	5,000	125,000.00
302085	Codon National High School	4	5,000	20,000.00
302095	Panganiban National High School	3	5,000	15,000.00
309801	Panganiban National HS (CAIC)	2	5,000	10,000.00
302104	Tambognon National HS	1	5,000	5,000.00
302107	Viga Rural Dev. High School	5	5,000	25,000.00

\*\*\*\*\* nothing follows\*\*\*\*\*



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**Sample**

**Work and Financial Plan (WFP)**

School ID No.:

School Name:

District:

Fiscal Year:

PPAs	Output	Activity	Performance Indicator	Physical Target					Financial Target				
				Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
Pillar 3 - Quality													
Summer Academic Remedial Program													
	Implemented the Summer Academic Remedial Program		Number of implemented Summer Academic Remedial Program	-	1	-	-	1					
		Provision of meal allowance to Teacher-Volunteers	Number of Teacher-Volunteers that were provided with meal allowance	-	-	2	-	2	-	-	10,000.00	-	10,000.00
									-	-	10,000.00	-	10,000.00

**SAMPLE**

Prepared by:

Certified correct:

Reviewed by:

School Planning Officer/Finance Officer

School Head

Division Planning Team (DPT)/Division Appraisal Committee (DAC)

Recommending approval:

APPROVED:

**DELFIN A. BONDAD**  
OIC- Assistant Schools Division Superintendent

**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent