



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

September 8, 2023

DIVISION MEMORANDUM

No. 285 s. 2023

**SUBMISSION OF DOCUMENTS FOR MEAL INCENTIVES IN THE
IMPLEMENTATION OF 2023 NATIONAL LERNING CAMP**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
District Heads
Elementary and Secondary School Heads
All others concerned

1. In view of the Regional Memorandum No. 842, s. 2023 re: Clarification on the Utilization of Additional 2023 Program Support Funds for the Implementation of the National Learning Camp and Other End of the School Year (EOSY) Break Activities Supporting the National Learning Recovery Program (NLRP), all concerned are directed to submit all documents for payment of meal expenses of teachers in line with 2023 NLC Implementation the soonest time. See attached list of documents.
2. In addition, all implementers are required to submit a DTR duly accomplished and signed by the School Head.
3. Once complete, School Heads are directed to submit said documents to the payroll unit of this Division.
4. Immediate dissemination of and compliance to this Memorandum are desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO VI
OIC - Schools Division Superintendent



List of documents:

1. Certificate of Expenses Not Requiring Receipts (CENRR) per COA Circular No. 2017-001 (*Clarification on the Use of Reimbursement Receipt (RER) and Certification in Relation to Reimbursement of Expenses Not Requiring Official Receipts (ORs)*) dated June 2017; and
2. Attendance Sheet