



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

19 Jun 2025

DIVISION MEMORANDUM

No. **089**, s. 2025

DOCUMENTARY REQUIREMENTS IN GRANTING SERVICE CREDITS AND
REIMBURSEMENT OF MEAL EXPENSE TO TEACHERS WHO RENDERED
SERVICES FOR THE 2025 SUMMER CLASS PROGRAM

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

1. This refers to the implementation of the **2025 Summer Class Programs**, specifically in **granting of service credits** and **reimbursement of meal expenses** for teachers who rendered services under the following activities:

- a. Tara-Basa Program
- b. Literacy Remediation Program (Grade 3)
 - i. LRP-Literacy Remediation Program (ABC+)
 - ii. CUC- Catch-Up Clubs (Save the Children)
 - iii. SBB – School-Based Bayanihan (CLAFI)
- c. Division/Regional Remediation Program
 - i. CUC- Catch-Up Clubs (Save the Children)
 - ii. SBB – School-Based Bayanihan (CLAFI)
- d. Summer Academic Remedial Program

2. The following documentary requirements in granting service credits to teachers must be properly labeled and submitted on or before July 4, 2025 through the Records Section.

- a. Two (2) copies Letter Request (Special Order)
 - i. Prepared by the School Head
 - ii. Noted by the CID Chief
 - iii. Approved by the Schools Division Superintendent
- b. Two (2) copies Narrative Report (one report per school only)
 - i. 1-page Accomplishment report (include the no. of volunteers, beneficiaries, stakeholders and schedule of conduct as well as best practices and impact of the program)
 - ii. 1-page pictorials as documentation (with captions)
 - iii. Prepared by the Coordinator
 - iv. Noted by the School Head
- c. Two (2) copies DTR signed by the school head with the initial of the School Reading Coordinator or Group Leader Teacher Facilitator.
- d. Two (2) copies Teachers' Program/Schedule (per Teacher)
- e. Attachments
 - i. Approved Letter of Intent
 - ii. Memorandum issued on the conduct of Summer Class Programs



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3. Moreover, please be guided of the following details in the processing of the payment of reimbursement for meal expense of the Teacher -Volunteers:

- a. Only the following programs facilitated by teachers are eligible for the meal expense reimbursement amounting to **₱250.00 per day**:
 - i. Literacy Remediation Program or LRP (Grade 3)
 - ii. Summer Academic Remedial Program (Grades 4-12)
- b. Payment of the Reimbursement of Meal Expense must be processed by **School** in coordination with the School Heads and Non-Teaching Personnel of the concern school.
- c. The supplementary Payroll shall be prepared by the Assigned AO or ADAS per school. Same signatories in the template shall be used. District Head shall affix their initials under the name of the CID chief for validation.
- d. The submission of the document for reimbursement shall be from June 18 to 26, 2024 in the CID-IMS office. All documents and its attachments shall be placed in a brown folder in 3 copies.
- e. Attachments to the payroll are as follows:
 - i. 1 copy of attendance sheet (per school)
 - ii. 1 copy of CENRR per teacher (good for the number of days rendered)
 - iii. Schools may access the different templates in: <https://bit.ly/NLCMealExpense>

4. The Curriculum and Instruction Division (CID) shall validate all the claims, therefore, implementing schools are required to complete the online monitoring reports:

- a. For Assessment Results (Pre and Post)-
<https://forms.gle/DY3duAzAJvkmCU26A>
- b. For Teachers who rendered services for LRP and Summer Academic Remedial Profiling: <https://forms.gle/ZA1tY52DEkHx9hNs7>
- c. For SUMMER CLASS PROGRAM Monitoring Checklist & Observations: <https://forms.gle/1wWiHZ1nqQLEXihi7>
- d. For **GRADE 3- LRP- SCHOOL CONSOLIDATION FORM - Profiling Summary for Struggling Readers- SUMMER CLASS PROGRAM**: <https://forms.gle/wn4EATYLYTy9zeCZ9>
- e. For **GRADE 4-6- ACADEMIC REMEDIAL CLASS- SCHOOL CONSOLIDATION FORM - Profiling Summary for Struggling Readers- SUMMER CLASS PROGRAM**: <https://forms.gle/cUBHpMi6SQ7Z4s7y8>
- f. For **GRADE 4-6- REGIONAL/DIVISION REMEDIATION- SCHOOL CONSOLIDATION FORM - Profiling Summary for Struggling Readers- SUMMER CLASS PROGRAM**: <https://forms.gle/xuNircyuymtUADdc7>
- g. For **GRADE 7-12- ACADEMIC REMEDIAL CLASS- SCHOOL CONSOLIDATION FORM - Profiling Summary for Struggling Readers-**



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SUMMER

CLASS

PROGRAM:

<https://forms.gle/mJv8m4HmxU9K5WqO9>

- h. For **GRADE 7-12- REGIONAL/DIVISION REMEDIATION- SCHOOL CONSOLIDATION FORM** - *Profiling Summary for Struggling Readers-*
SUMMER CLASS PROGRAM: <https://forms.gle/LyCbBBUhUmJ1bH5b7>

5. Failure to comply with these requirements, including the online reports, will invalidate all the claims.
6. For inquiries, contact John Jerson P. Constantino, Education Program Supervisor at 09285059602.
7. Immediate dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

REQUIREMENTS

JBA/CID/DM – documentary requirements in granting service credits and reimbursement of meal expense to teachers who rendered services for the 2025 summer class program
0518/June 19, 2025