



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

13 Jul 2026

DIVISION MEMORANDUM

SGOD-2026-148

DEADLINE FOR THE SUBMISSION OF THE TRAVELLING CLAIMS
DURING THE TRAINING ON REVISED GRADES 6, 9, AND 10 CURRICULUM

To: Concerned Teachers
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Functional Division Chiefs

1. In relation to Regional Memorandum NEAP-2026-023 titled Conduct of the Training on Revised Grades 6, 9, and 10 Curriculum, all concerned National and Regional Trainers/Resource Persons and Program Management Team members are required to submit their travel reimbursement claims or liquidation documents to the HRDS on or before **July 31, 2026**.
2. Personnel who fail to submit the required reimbursement documents on or before the prescribed deadline shall no longer be eligible to claim reimbursement for the said activity. Likewise, personnel who fail to submit the required liquidation documents within the prescribed period shall not be allowed to process future cash advances until all outstanding liquidation requirements have been fully settled, subject to existing government accounting and auditing rules and regulations.
3. Meanwhile, personnel who have already claimed their travel expenses through their respective School MOOE or who opt to waive their reimbursement claim shall submit a duly signed letter informing this Office accordingly. The letter shall be uploaded through this link: <https://bit.ly/SubmitToHRDS>
4. For inquiries, contact Ms. Rehane P. Sambuto at 09385540626.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:





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REPORTS

Adriano A. Daligdig/SGOD/MLA – deadline for the submission of the travelling claims
during the training on revised grades 6, 9, and 10 curriculum
0472/July 13, 2026



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