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

9 Sept 2026

DIVISION MEMORANDUM
SGOD-2026-250

DEADLINE ON THE SUBMISSION OF TRAVELLING CLAIMS DURING THE REGIONAL TRAINING ON ENHANCING TEACHING QUALITY THROUGH INSTRUCTIONAL COACHING AND MENTORING FOR LITERACY AND NUMERACY

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

1. In relation to Regional Memorandum NEAP-2026-074, titled Regional Training on Enhancing Teaching Quality Through Instructional Coaching and Mentoring for Literacy and Numeracy, all concerned resource persons and participants are required to submit their travel reimbursement documents to the Human Resource Development Section (HRDS) on or before **October 30, 2026**.

2. Each participant shall be entitled to a maximum travel reimbursement or transportation allowance of One Thousand Two Hundred Pesos (₱1,200.00), subject to the submission of complete supporting documents and compliance with applicable accounting and auditing rules and regulations. Participants who fail to submit the required documents within the prescribed period shall no longer be entitled to reimbursement for the activity.

3. Personnel who have already claimed their travel expenses from their respective School Maintenance and Other Operating Expenses (MOOE) or who opt not to claim reimbursement shall submit a duly signed letter informing this Office accordingly. The letter shall be uploaded through the following link: **https://bit.ly/SubmitToHRDS**.

4. For inquiries or concerns, contact Rehanee P. Sambuto or Madina P. Loguioman at hrd.sarangani@deped.gov.ph

5. Immediate and strict compliance with this Memorandum is directed.

Digitally signed by
Frinal Nelyn Botes
Adobe Acrobat version:
2023.008.20470

ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: As stated

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Website: www.depedsaragani.com
Email Address: sarangani@deped.gov.ph

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

PROFESSIONAL DEVELOPMENT PROGRAM

MDL/RPS/SGOD-HRDS/DM – deadline on the submission of the travelling claims during the regional training on enhancing teaching quality through instructional coaching and mentoring for literacy and numeracy
0711/September 17, 2026