



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

September 18, 2023

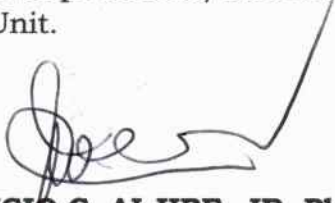
**DIVISION MEMORANDUM**

No. 294, s. 2023

**PROCESSING THE PAYMENT OF ONE-TIME LOAD EXPENSES**

To: **Assistant Schools Division Superintendent**  
**Chief, Curriculum Implementation Division**  
**Chief, Schools Governance and Operations Division**  
**Public School District Supervisors**  
**Public Secondary & Elementary School Heads**  
**Schools DRRM Coordinators**  
**All Others concerned**

1. In compliance to the Regional Memorandum No.270 s, 2023 dated September 14,2023 from Evelyn R. Fetalvero, CESO V1, Regional Director DepEd Region V111, Eastern Visayas, to process payment/release of one-time load expenses in the amount of **Php1,000.00** to each **School DRRM Coordinators**.
2. All SDRRM Coordinators are hereby instructed to process the following:
  - 2.1 Purchase Request
  - 2.2 Official Receipt
  - 2.3 Disbursement Voucher
  - 2.4 Obligation Request and Status (ORS)
3. Since this is a reimbursement method, and be downloaded to your respective/individual ATM, everyone is enjoy to adhere the required attached documents as specified in Par.#2: 2.1 to 2.4
4. All duly completed attachments, can now be processed/submitted by District, through your AOs/ADAs to the Budget Unit.
5. Be guided accordingly.

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

