



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

August 1, 2024

DIVISION MEMORANDUM

No. 219 s. 2024

**SUBMISSION OF DOCUMENTS FOR MEAL INCENTIVES IN THE
IMPLEMENTATION OF 2024 NATIONAL LEARNING CAMP**

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

1. In view of the Memorandum DM-OUCT-2024-097 re: Specific Guidelines for the Effective Implementation of the National Learning Camp and other activities for the 2024 End-Of-School-Year (EOSY) Break, all concerned are directed to submit all documents for payment of meal expenses of all Learning Camp Volunteers both DepEd and Non-DepEd Teachers in line with the 2024 NLC Implementation.
2. Documents to be submitted by the NLC Learning Camp Volunteers are the following:
 - a. DTR (2 copies) duly accomplished and signed by the School Head.
 - b. 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
 - c. Attendance Sheet of Campers/Learners.
3. Once complete, School Heads are directed to submit said documents to the district Administrative Officer II who will forward same documents to the Payroll Unit of this Division on or before August 9, 2024.
4. Immediate dissemination of and compliance to this Memorandum are desired.

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

RELEASED



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