



DepEd-Division of Catanduanes

RECORDS SECTION

RELEASED

BY: [Signature] No. 241
DATE: FEB 13 2026 TIME: 5:10

Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

February 13, 2026

DIVISION MEMORANDUM:

No. 241 S. 2026

**PREPARATION OF CASH ADVANCE DOCUMENTS FOR PALARONG BICOL
2026**

TO: April Dianne B. Gianan, Puraran ES
Efren Gurrobat, SAVS
Dessa Nhie Matienzo, SGOD
Sheryl Cambonga, SGOD
Rosario B. Vegim, SGOD

1. You are hereby advised to report to the SGOD on February 14, 2026, from 8:00 am to 5:00 pm, to prepare documents for cash advances (travel authority, payroll, itinerary of travel) of all who will participate in the Palarong Bicol 2026.
2. Travel and other incidental expenses relative to this call-up shall be charged against local/ School MOOE, subject to the standard accounting and auditing procedures.
3. Teaching and non-teaching staff who will report on the said time and date will be given one (1.5) day service credit/ compensatory overtime.
4. For information and guidance.

By authority of the OIC-SDS

EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge



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