



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No.: 187, s. 2026

**PROCESS FOR THE PROVISION AND RELEASE OF MEAL ALLOWANCE FOR
TEACHER-PARTICIPANTS OF THE LEARNING SYSTEM REFORM
POLICIES REGIONAL ORIENTATION**

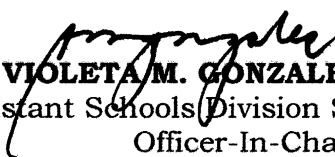
To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. In line with the conduct of the **Learning System Reform Policies Regional Orientation on May 7, 2026**, in various schools, this Office outlines the process for the provision and release of meal allowances amounting to **Php600.00 per teacher participant**. Schools shall submit the following documentary requirements to the SDO Accounting Unit to support the expenses of the participants **on or before May 12, 2026**:

- 1.1 Payroll, including the LBP Payroll Account Number of participants
- 1.2 Signed attendance sheet of participants, duly signed by the School Heads and one member of the Monitoring Team.
- 1.3 Invoices to cover meal expenses for the AM snack 100.00, Lunch 400.00 and PM snack 100.00. If expenses are purchased from establishment not issuing invoices, the supporting documents will be:
 - 1.3.1 For the AM snack 100.00 and PM snack 100.00 - Certificates of expenses not requiring receipts (COENRR)
 - 1.3.2 For the Lunch 400.00 - Reimbursement Expense Receipt (RER)

2. All expenses incurred shall be charged against the downloaded funds from the Regional Office, subject to the existing accounting and auditing rules and regulations.

3. Immediate dissemination of, and strict compliance with this Memorandum are desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

TEACHERS POLICIES PRINCIPALS PROGRAM

IMR/Learning System Reform Release of Meal Allowance
187 May 6, 2026

NUM-2026-187



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