



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

14 Aug 2024

DIVISION MEMORANDUM
CID No. 183, s. 2024

**GUIDELINES ON THE PROCESSING OF REQUIREMENTS FOR LIQUIDATION
PURPOSES OF THE SCHOOL BASED TRAINING OF TEACHERS (SBTT) ON
THE MATATAG CURRICULUM**

To: Public Schools District Supervisors/Principals In-Charge Concerned
Public Elementary /Secondary School Heads Concerned
All Others Concerned

1. In reference to the Division Memorandum no.339 s.2024 titled on the Conduct of School-Based Training of Teachers -Municipal Level on the MATATAG Curriculum dated July 22-26, 2024 in respective venues, the Schools Division of South Cotabato through the Curriculum Implementation Division (CID) announces the guidelines on the processing of requirements for the liquidation of SBTT funds for meals and snacks of participants through per diem to respective School Heads and budget of training materials to the Host Principal of the training venue through the guidance and supervision of Public Schools District Supervisors and assistance of AOs/ADAS in respective municipalities.
2. Anent this, these are the following requirements for the liquidation of the said funds as per COA Guidelines and Auditing Rules and Regulations.
 - a. Authority of Travel
 - b. Itinerary of Travel
 - c. Certificate of Appearance
 - d. Division Memo No.339 s.2024 with Enclosure : List of Participants by Municipality
3. For any inquiry, all personnel concerned are advised to contact Juberto E. Jumantoc, EPS /Division Focal Person through cellphone no. 09531009817.
4. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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Enclosure: None
Reference: As Stated

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

FUNDS CURRICULUM

JEJ/DM- guidelines on the processing of requirements for liquidation purposes of
SBTT on the MATATAG curriculum
0000/August 14, 2024



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