



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2026-142

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public and Private Elementary, Secondary, and Integrated School Heads
All Others Concerned

FROM:  **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **CLARIFICATION ON THE CHARGEABLE EXPENSES FOR THE 15TH MIMAROPA REGIONAL CONGRESS CUM DEVELOPMENT TRAINING PROGRAM**

DATE: July 17, 2026

Relative to Memorandum SGOD-2026-131 titled "*15th MIMAROPA Regional Congress cum Development Training Program*," this Office hereby clarifies that the travel expenses of participants, in addition to the registration and accommodation fees, may likewise be charged against the school Maintenance and Other Operating Expenses (MOOE) and other available local funds intended for the purpose, subject to the usual accounting and auditing rules and regulations.

Furthermore, all concerned participants are reminded to secure and prepare the necessary documentary requirements for authorized official travel, including, but not limited to, the Authority to Travel (ATT) and Authority to Conduct (ATC), prior to attending the activity.

All other provisions of the aforementioned Memorandum shall remain in full force and effect.

/SGOD-HRDS-KDA



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