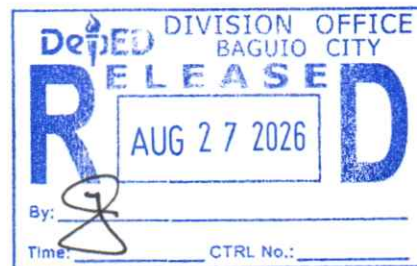




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



August 27, 2026

DIVISION MEMORANDUM

No. 557-2026

**SUBMISSION OF TRANSPORTATION RECEIPTS OF COACHES, TRAINERS, AND
ATHLETES WHO PARTICIPATED IN THE PALARONG PAMBANSA 2026**

To: All Public Schools District Supervisors
Public and Private Elementary School Heads
Public and Private Secondary School Heads
Concerned Coaches, Trainers, and Athletes
All Others Concerned

1. In line with the documentation and accounting requirements for the liquidation of the transportation allowance sourced from the Special Education Fund (SEF) for the 2026 Palarong Pambansa, all concerned coaches, trainers, and athletes who have not yet submitted their transportation receipts are hereby directed to submit the required documents.
2. All concerned individuals shall submit their original transportation receipts corresponding to the authorized transportation expenses incurred during the 2026 Palarong Pambansa.
3. For proper documentation and consolidation, original receipts must be pasted securely on a sheet of A4 bond paper, clearly indicating the following details:
 - Name of Athlete/Coach/Trainer
 - Sport/Event
 - Corresponding Amount of Transportation Expense
4. All required transportation receipts must be submitted to the School Governance and Operations Division (SGOD) office on or before **September 3, 2026**. Failure to submit within the prescribed period will further delay the overall liquidation process and accounting requirements of the Division Office.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.

SORAYA T. PACULO PhD, CESO V
Schools Division Superintendent