



Republic of the Philippines
Department of Education
 REGION I



MAY 11 2026

REGIONAL MEMORANDUM

No. 575, s. 2026

ADDITIONAL FUND SUPPORT FOR THE TRAVEL EXPENSES OF ATHLETES, COACHES, AND CHAPERONS FOR THE PALARONG PAMBANSA

To: Schools Division Superintendents
 Division Sports Officers
 All Others Concerned

1. This Office received additional fund support intended for the travel expenses of athletes, coaches, and chaperons participating in the Palarong Pambansa.
2. Previously, this Office had already downloaded funds for the same purpose in the amount of **Five Thousand One Hundred Eighty-Eight Pesos (Php 5,188.00)** per ACC, which were augmented by the respective Local Government Units (LGUs) and/or other funding sources.
3. In order to avoid duplication of funding and possible audit observations or audit memoranda that may result in disallowances, this Office respectfully solicits your assistance regarding the appropriation of the additional fund support amounting to **Seven Million Pesos (Php 7,000,000.00)**. If divided equally among the **Seven Hundred Sixty-Nine (769) ACCs**, each ACC shall receive approximately **Nine Thousand One Hundred Two Pesos (Php 9,102.00)**.
4. This Office conducted an initial meeting with the Division Sports Officers regarding the said fund support and gathered various inputs and recommendations.
5. To facilitate the smooth downloading and utilization of funds, all concerned are requested to complete the prescribed template to serve as the basis and guidance of this Office in the downloading of funds. Computation is per ACCs, be guided by the sample below:

Particulars	Amount
Fund Support downloaded by the Regional Office (initial)	5,188.00
Fund Support from LGU and other sources	7,000.00
Total Available Funds	12,188.00
Actual Amount of Airfare (round trip)	18,000.00
Variance/Balance (Excess or Deficit)	(5,182.00)

6. In cases where the available funds are sufficient only to cover the airfare expenses and no remaining funds are available for land transportation from the respective stations to and from the airport, all concerned are requested to accomplish the template below. Computation shall likewise be made on a **per ACC basis**.



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Particulars	Amount
Fund Support downloaded by the Regional Office (initial)	5,188.00
Fund Support from LGU and other sources	12,812.00
Total Available Funds	18,000.00
Actual Amount of Airfare (round trip)	18,000.00
Variance/Balance (excess or deficit)	0.00
Estimated expenses for land travel per ACC	2,000.00

7. All Schools Division Offices are requested to submit the accomplished template via email essd.region1@deped.gov.ph on or before **May 12, 2026, at 11:00 A.M.** Strict compliance with the prescribed timeline is highly requested.

8. Be guided accordingly.

For the Regional Director:

RHODA T. RAZON
Director III

Reference: NONE
Incls: NONE

To be indicated in the PERPETUAL INDEX
under the following subjects:

EXPENSES
FUNDS
SPORTS
TRAVEL

ESSD/dcn/dsp/RM-Fund-Support-ACC-Travel-PP2026
May 11, 2026



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