



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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July 15, 2020

**MEMORANDUM TO:**

OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Unit Heads  
School Heads  
All Concerned



**REITERATION OF REFUND OF NCR PALARO 2020 ALLOWANCES AND  
SETTING OF DEADLINES TO JULY 31, 2020**

This has reference to Division Memorandum dated June 8, 2020 regarding the ***allowances that were released to the executive officials, committee members, coaches, trainers, chaperones, and athletes*** relative to the conduct of the National Capital Region (NCR) Palaro 2020 supposedly scheduled on March 15-20, 2020 in Makati City which was cancelled due to the Covid-19 pandemic.

Accordingly, to fully comply with the rules of the Commission on Audit (COA) and the Department of Budget and Management (DBM) in consideration of the timeframe for liquidation, **the recipients mentioned above are directed to refund the said allowances to the Cash Unit of the Division Office on or before JULY 31, 2020.**

Strict compliance to this Memorandum is desired.

  
SHERYL T. GAYOLA

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent