



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 8, 2025

DIVISION MEMORANDUM
No. 346 s. 2025

SUBMISSION OF REQUIRED DOCUMENTS FOR THE RELEASE OF TEACHING AND TRANSPORTATION ALLOWANCE (TTA) OF ALS TEACHERS FOR CALENDAR YEAR 2025

To: Asst. Schhols Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/In-Charge of the Dostriacts
Division ALS Focal Person
Education Program Specialists II - ALS
All Others Concerned

1. This office through the Curriculum Implementation Division provides guidance on the submission of documents required for the release of the **Teaching and Transportation Allowance (TTA) for ALS Teachers for the calendar year 2025**. All concerned personnel are advised to comply with the guidelines and submit the necessary documents on time to facilitate the processing of allowances.

2. In order to process the release of the TTA for ALS Teachers for CY 2025, the following documents must be submitted to the Division Office:

- a. Monthly Accomplishment Report
- b. Monthly Certificate of Appearance
- c. Daily Record of Learners' Attendance
- d. Summary of Expenses (monthly and yearly)
- e. Daily Time Record (DTR) biometrics-generated

3. All required documents must be submitted to the Division Office through the designated Administrative Officer no later than the **5th day of the ensuing month**.

4. Ensure all documents are complete, properly signed and submitted in the correct format and in an organized manner to avoid delays in processing. Keep copies of all submissions for your records.

5. For information , guidance and compliance.

By Authority of the OIC- Schools Division Superintendent:

DELFIN A. BONDAD
OIC- Asst. Schools Division Superintendent
Officer-In-Charge

CID/abc
4/8/2025



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