



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

20 Dec 2024

**DIVISION MEMORANDUM**  
SGOD-2024-191

REMINDER ON THE SUBMISSION OF DOCUMENTS  
FOR MATATAG TRAVELLING REIMBURSEMENT

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
All Others Concerned

1. In relation to Region Memorandum CLMD-2024-104 titled Official Participants for the Regional Training of Division Trainers on MATATAG Curriculum, all participants are reminded to submit documents for travelling reimbursement incurred during the conduct of said activity on May 6-10, 2024.
2. Deadline of submission is on December 23, 2024.
3. For inquiries, contact Rehane Sambuto at 09385540626.
4. For the information and guidance of all concerned.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

FORMS  
REPORTS

RPS/SGOD-HRDS/MLA – reminder on the submission of documents for matatag travelling reimbursement  
1537/20 December 2024