



ACCT-7579

Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

January 7, 2026

DIVISION MEMORANDUM

No. **009**, s. 2026

**GUIDELINES IN THE COLLECTION OF REGISTRATION FEES FROM
SCHOOLS TO FUND DIVISION-LED TRAININGS AND PROGRAMS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD and CID
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. To streamline internal processes and promote financial transparency and accountability, a standardized procedure for the collection of Registration Fees to fund division-led trainings and programs shall be implemented. This aims to enhance efficiency and ensure full compliance with government accounting and auditing regulations.
2. In line with the implementation of capacity-building programs and professional development activities for CY 2026 and succeeding years, facilitated by the Schools Division Office as mandated under DepEd Order No. 32, s. 2011, this memorandum guides the collection of registration fees from participating schools. This applies particularly when school heads, teachers, or other school personnel are the direct beneficiaries of such programs, and the fees are chargeable to the school's MOOE or other funds downloaded by the Division to schools.
3. Procedure for Collection of Registration Fees
 - 3.1. The Project Proponent shall ensure that the proposed training or program is included in the Division and School Calendar of Activities and corresponds to budgeted PPAs in the approved School Annual Implementation Plan (AIP) for the year
 - 3.2. Project Proponent shall submit the Budgetary Proposal or Program Design and Proposal for Learning and Development (L&D) containing the budgetary estimate for approval of the School Division Superintendent, no later than one month before



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- the conduct of the scheduled activity.
- 3.3. Division Human Resource and Development (HRD) unit shall ensure that any L&D proposal requiring Registration Fees is processed and approved within 1 week from submission.
 - 3.4. The Project Proponent is responsible for tracking the status of the submitted proposal until its approval and ensuring the timely submission (at least 3 weeks before the schedule of L&D) of the approved proposal to the Division Bids and Awards Committee (BAC) for activities that require procurement.
 - 3.5. Division BAC shall inform the Project Proponent at least 2 weeks before the scheduled activity of the awarded bid or quoted amount of the proposed and approved expenditures. This amount shall serve as the basis for determining the Registration Fees to be charged and collected from participating school personnel.
 - 3.6. Upon receipt of the awarded bid or approved quoted amount, the Project Proponent shall immediately issue a memorandum to the field regarding the conduct of the approved activity. The memorandum must state the amount of Registration Fees to be collected and include the list of identified participating school personnel.
 - 3.7. The Project Proponent shall furnish the Cashier with a copy of the signed memorandum with the list of participants required to pay the registration fee and shall monitor and ensure the full collection of the required registration fees before the conduct of the scheduled activity.
 - 3.8. Only the identified list of participants stated in the signed memorandum shall be considered the official participants of the activity. Any additional participants present in the actual conduct of the activity shall not be honored and deemed to be attending on personal errands, unless written justification is provided and due approval is obtained before participation.
4. Please note that district-led or initiated training/orientation activities shall not be allowed to collect registration fees chargeable to school MOOE or other funds downloaded by the Division to schools. District Supervisors are advised to integrate their proposed training or orientation plans with the Curriculum Implementation Division (CID) programs for implementation, so these may be considered as Division-led activities.



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5. There shall be no discrimination in the implementation of this Memorandum on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
6. Widest and immediate dissemination of, and strict compliance with, this Memorandum is hereby advised.

DANNIE CLARK M. UGUIL, CESE
OIC – Schools Division Superintendent



Encl: none
Reference: DO No. 032, s.2011; DO No. 044, s.2015; DO No. 013, s.2016;
To be indicated in the Perpetual Index
under the following subjects:
memo

Accounting 1/6/2026



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