



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



July 18, 2018

DIVISION MEMORANDUM
No. 489, s. 2018

**TO: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary/Secondary School Heads**

**CLAIMS FOR HONORARIUM OF STUDENT- TEACHING MENTORS, PRINCIPALS
AND DIVISION TEACHING PROGRAM COORDINATOR**

1. The field is hereby advised to process their claims for the honorarium of Student- Teaching Mentors, Principals and Division Teaching Program Coordinator involved in the Practice Teaching Program of Colleges and Universities which have approved Memorandum of Agreement in this Office.
2. In order to claim the said incentives, claimants are required to submit the following.
 - a. Approved (MOA) Memorandum Of Agreement
 - b. Approved application Of Student Teacher for Off Campus
 - c. Payroll that bears the name of the Principal and Mentor
 - d. Voucher
 - e. Photocopy of the Official Receipt
3. Immediate dissemination of the Memorandum is highly desired.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

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