



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

October 4, 2024

DIVISION MEMORANDUM  
OSDS No. 114, s. 2024

**GUIDELINES ON THE ALLOCATION OF FUNDS FOR THE PROCUREMENT OF  
TOKEN FOR THE SPEAKER ON DIVISION AND SCHOOL - INITIATED ACTIVITIES**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Educational Program Supervisor  
School heads  
School -based finance personnel  
Section Heads

1. The SDO Tacurong City issues this memorandum regarding the **Guidelines on the Allocation of Funds for the procurement of token for the speaker on Division and School - initiated activities.**

2. This memorandum emphasizes that division and school-initiated activities should have a uniform rate and shall exercise economic efficiency in the delivery of government services, ensuring that the allocation is appropriate to the nature of activities and programs implemented by the respective program holders.

3. The **maximum amount** to be used by the program holder/s is as follows:

Particular	Amount
Token	P 1,000.00

4. All division related policies and other issuances which are inconsistent with the provision of the Memorandum are hereby modified.

5. For the information, guidance, and compliance of all concerned.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent 

Enclosures: None  
Reference: None  
Allotment: None

To be included in the perpetual Index under  
FORMS RECORDS

JGS/OSDS/DM/ GUIDELINES ON THE ALLOCATION OF FUNDS FOR THE PROCUREMENT OF TOKEN FOR THE SPEAKER ON DIVISION AND  
SCHOOL -INITIATED ACTIVITIES / October 4, 2024



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** [tacurong\\_city@deped.gov.ph](mailto:tacurong_city@deped.gov.ph)  
**Website:** [depedtacurong.org](http://depedtacurong.org)