



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

May 4, 2023

DIVISION MEMORANDUM
No. 013, s. 2023

DIVISION OFFICE POLICY ON PROCESSING OF FINANCIAL CLAIMS FOR REIMBURSEMENT FOR TRAVELING EXPENSES FOR LOCAL TRAVELS

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Unit/Office Heads
Public Schools District Supervisor
School Heads
All others concerned.

1. Sections 25 and 26 of the *Government Accounting Manual for National Government Agencies (NGAs) Vol 1*, as well as Item C (2) DepEd Order No. 43, s. 2022 dated October 10, 2022, or the *Omnibus Travel Guidelines for All Personnel in the Department of Education*, a matter of policy primarily requires that Cash Advances for purpose of travel be made not less than **five (5) days**, prior to the scheduled departure date.

This Office shall only apply Cash Advances for Official Travels of heads of Unit/Offices and employees whose travel destination are outside Region VIII. Instead, all other officers and personnel of this Division are encouraged to file financial claim for reimbursement of travel expenses after actual travel, for convenience.

2. This Office, thru the Division Finance Section/Unit hereby adopts the following standards for the processing of Financial Claims for Reimbursement of Traveling Expenses incurred by Officials/Employees with Official Local Travel Authority, to wit:
 - a. Itinerary of Travel (IoT) for Official Travel of Officials/Employees within the Division shall strictly observe the following:
 - i. One-day before and one day after travel time shall not be allowed, as actual travel time within the province of Northern Samar, the travel does not exceed one (1) day, except for travels to and from island municipalities of Biri, Capul and San Vicente and pacific town municipalities of Gamay, Mapanas, and Lapinig. Further, travel to and from said municipalities shall be subject to the following rules:




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- a. If the activity starts in the afternoon, the allowable travel time shall be on the morning of the same day;
 - b. If the activity starts in the morning the allowable travel shall be on the afternoon of the day preceding the activity;
 - c. If the activity ends in the morning, the allowable travel going back to the station shall be in the afternoon of the same day;
 - d. If the activity ends in the afternoon, the allowable travel time back to the station shall be on the next day.
- b. All financial claims for reimbursements of traveling expenses -local travels of Officer/Employees shall be submitted **within thirty (30) days** from the last day of travel to the Division Accounting Unit, and sixty (60) days in cases of foreign travels, otherwise, **the same shall no longer be accepted.**
- c. Section 5 (f) of the *Government Accounting Manual for National Government Agencies (NGAs) Vol 1.* - Fundamental Principles for Disbursement of Public Funds mandates that **xxx Claims against government funds shall be supported with complete documentation.** xxx
- d. The following supporting documents (SD) must be submitted to the Division Accounting Unit for financial claims for reimbursements of traveling expenses -local travels of Officer/Employees, in three (3) copies (one original copy two photocopies):
- i. Signed Memorandum, Letter, Order, Invitation, or other communication relevant to the DepEd or non-DepEd activity/ event indicating that the requesting official or employee is being invited as a participant, guest, resource person, lecturer or visitor.
 - ii. Approved Travel Authority for Official Travel *Annex A of DepEd Order No. 43, s. 2022.*
 - iii. Approved Activity Request (AR)/Authority to Conduct (ATC), or Proof of Source of Funds to signify that funds are earmarked for the travel expenses to be incurred.
 - iv. Approved Itinerary of Travel (IoT) (*Appendix 45 GAM for NGA Vol 1*)
 - v. Certificate of Travel Completed (CTC) (*Appendix 47 GAM for NGA Vol 1*)
 - vi. Written justification as required in paragraph IV.A.2 of Department Order No. 43, s. 2022 addressed to the Approving Authority and noted by the Recommending Authority, explaining how the trip satisfies the minimum conditions and why alternatives to travel are insufficient for the purpose. If the official travel of teaching personnel is to be undertaken during school days, the written justification shall also explain:

- a. Why the travel has to be undertaken during school days;
 - b. What the expected benefit are from the travel; and
 - c. How the expected benefits can compensate for the loss in instructional or supervisory time.
- vii. Certificate of Appearance/s
- viii. Tickets, Boarding Pass, etc., for public transport vehicles, Official Receipts/Print-out of Invoices in case on online-transport hailing services (i.e., grab, uber, etc.) with legal operations in the Philippines; or Certification of Expenses Not Requiring Receipts (CENR) for travel expenses – payment of PUVs and public transport amounting to three hundred pesos (P300.00) and bellow.
- ix. For Division Chiefs and higher, a Special Order approved by the Schools Division Superintendent designating an Officer-in-Charge, if applicable, so as not to hamper the day-to-day operations of the office.
- e. No justification and /or time extension for late submission shall be accepted.
- f. All financial claims for reimbursement traveling expenses with complete documentation shall be paid within fifteen (15) days from date of submission/ receipt of the Division Accounting Unit.
3. For your information and strict compliance.


GAUDENCIO C. ALJIBE, JR. CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent