



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

December 14, 2020

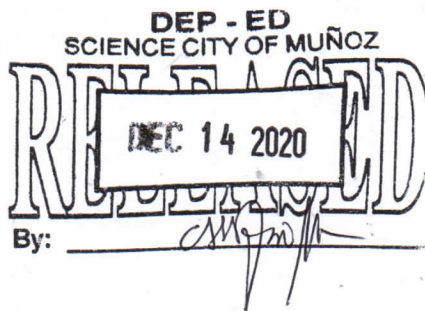
DIVISION MEMORANDUM


No. 232 s. 2020

To: All Non-Fiscally Autonomous School Heads

GUIDELINES ON PAYMENT/REIMBURSEMENT OF TRAVELLING EXPENSES

1. In order to have a uniform procedure on payment/reimbursement of travelling expenses, the following internal guidelines must be observed:
 - Payment/Reimbursement must be done on a monthly basis based on the approved Schools Operating Budget (SOB);
 - Before payment of such, Itinerary of Travel (IoT) together with the Certificate of Travel Completed (CoC) must be signed first by the Schools Division Superintendent;
 - Common documentary requirements attached in support for the payment are as follows:
 1. Disbursement Voucher
 2. Itinerary of Travel
 3. Certificate of Appearance
 4. Travel Order(outside 50km radius)/Locator Slip(within 50km radius)
 5. Certificate of Travel Completed (per destination)
 6. Boarding Pass (if applicable)
 7. Plane Ticket (if applicable)
 8. Terminal Fee (if applicable)
2. For information and compliance.




DANTE G. PARUNGAO, CESO VI
OIC-Schools Division Superintendent

Acctg2020



Loyal, Excellent, Accountable and Dedicated to Service

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