

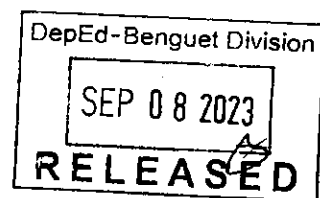


Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

September 08, 2023

**DIVISION MEMORANDUM**

No. 318, s.2023



**TO:** Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisor and Coordinating Principals  
Elementary and Secondary School Heads  
All Others Concerned

**Division Guidelines on the Reimbursement of Mobile and  
Official Travel Expenses**

1. Conforming to DepEd Order 43, s. 2022 dated October 10, 2022, entitled **Omnibus Travel Guidelines for All Personnel of the Department of Education** and DepEd Order 17, s. 2019, entitled **Guidelines on the Provision and Use of Official, Mobile Phones, Postpaid Lines and Prepaid Loads**, this memorandum is hereby issued to reiterate existing policies and guidelines and procedures in connection with financial claims of official local travel and mobiles expenses of all DepEd Officials and employees.
2. To facilitate timely utilization of funds and to maintain prompt delivery of basic financial and administrative services, the Division Office through the Finance Section hereby implement the following guidelines in the submission and reimbursement of travel expenses incurred on official travels by all the Division Office Personnel, Public School District Supervisors, School Heads, and all others concerned.
  - a. Consolidated travel claims and reimbursement of mobile expenses for the month shall be submitted and received on or before the fifth (5<sup>th</sup>) of the ensuing month by the Records Section.
  - b. Section 5 of the Government Accounting Manual for National Government Agencies (NGAs) Vol. 1. Fundamental Principles for the Disbursement of Public Funds mandates that *xxx Claims against government funds shall be supported with complete documentation xxx*; thus, complete reportorial and supporting documents must be submitted for financial claims on travel and mobile expenses incurred, in two copies (one original, one photocopy).
  - c. Time extension and justifications for late submission of such documents shall not be granted to ensure timely processing and prompt payment of travel and mobile claims.
3. Immediate dissemination of and strict compliance with this memorandum is desired.

  
**SALLY L. BANAKEN-ULLALIM CESO V**  
Schools Division Superintendent

ASDS/finance



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