



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

MAR 15 2021

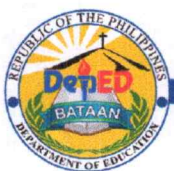
**DIVISION MEMORANDUM**  
No. 082, s. 2021

**REIMBURSEMENT FOR TRAVEL EXPENSES AND COMMUNICATION  
ALLOWANCE/REIMBURSEMENT FOR CALENDAR YEAR 2021 AND  
YEARS THEREAFTER**

TO : Assistant Schools Division Superintendent  
Chiefs of Division, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Division Unit Heads  
All Division Office Personnel  
Elementary and Secondary School Principals  
All Others Concerned

1. As per Executive Order No. 91 "Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes," this Office hereby implements a timeline as to efficient and timely payment of expenditures to effectively utilize the Operational Cash Budget.
2. Here is the Schedule for Travel Reimbursement and Communication Allowance/Reimbursement:

Travel and Communication	When to reimburse	Extension
January		March 23, 2021. For the following years there will be no extension.
February	Every 20 <sup>th</sup> day of the following month preceding the month of claim	None
March		None
April		None
May		None
June		None
July		None
August		None
September		None
October		None
November		None
December	December 15, 2021	



“WE MOULD HEROES”

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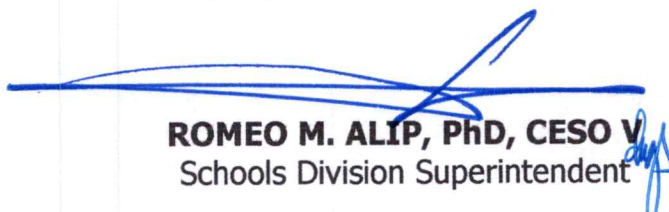


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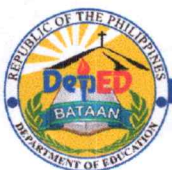


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3. All travel reimbursement that will fall on December 16 to December 29 should be submitted on or before December 29, 2021 to be included as Accounts Payable subject to availability of funds.
4. This Memorandum excludes all the travel reimbursement, and monitoring and evaluation expenses that is charged with specific SARO.
5. Immediate and wide dissemination is hereby enjoined.

  
**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

/FS2  
March 11, 2021



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