



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

SCHOOLS DIVISION OFFICE OF BATAAN



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Telephone / Fax : 047-2372102 | Address: Bataan Provincial Capitol Compound, Balanga City 2100

February 10, 2020

DIVISION MEMORANDUM

No. 040, s. 2020

**REITERATING THE GUIDELINES ON OFFICIAL LOCAL TRAVELS IN THE
DEPARTMENT OF EDUCATION**

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
All Others Concerned

1. This Office hereby directs all concerned to observe the policy guidelines in all transactions concerning local travel in the implementation of **Division Memorandum No. 314, s. 2019** "Reiteration of the Guidelines on Official Local Travels in the Department of Education" and in consonance with the **DepEd Order No. 22, s. 2019** "Guidelines on Official Local Travels in the Department of Education" and **Executive Order No. 77, s. 2019** "Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel",
2. The documentary requirements needed for reimbursement of travel expenses are **Duly Approved Itinerary of Travel** (Appendix 45) and **Certificate of Travel Completed** (Appendix 47) per **Government Accounting Manual (GAM) for National Government Agencies (NGAs)**
 - A. Claimant of reimbursement of travel expenses should accomplish his/her own Duly Approved Itinerary of Travel and Certificate of Travel Completed and has the responsibility to comply all other necessary attachment as may be required.
 - B. Submission to the Accounting Unit of attachments without the duly signed and approved Itinerary of Travel and Certificate of Travel Completed will not be considered for payment. To expedite the claim, all attachments must be arranged chronologically in accordance with the events stated in the Duly Approved Itinerary of Travel.

"WE MOULD HEROES"

VISION

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

MISSION

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment
- Teachers facilitate learning and constantly nurture every learner
- Administrators and staff as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

QUALITY POLICY

- I. Providing quality product and service to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements.
- II. Considering and meeting all external and internal issues relevant to our purpose, strategic direction and that affect our QMS in achieving its intended results.
- III. Determining and meeting the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements.
- IV. Continually improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.



ISO 9001: 2015 CERTIFIED



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C. The Duly Approved Itinerary of Travel and Certificate of Travel Completed will serve as a declaration under oath of the travel expenses he/she is claiming, in accordance with **Section 2. of Republic Act 6713** or Code of Conduct and Ethical Standards for Public Officials and Employees which states that "it is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest".

3. For immediate dissemination and strict compliance of all concerned.

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

/FS2/FS19s

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ITINERARY OF TRAVEL

Entity Name : _____

No.: _____

Fund Cluster: _____

Name : _____				Date of Travel : _____				
Position : _____				Purpose of Travel : _____				
Official Station : _____								
Date	Places to be visited (Destination)	T I M E		Means of Transportation	Transpor station	Per Diem	Others	Total Amount
		Departure	Arrival					
TOTAL								
<p>I certify that : (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.</p> <p>_____ Signature over Printed Name Immediate Supervisor</p>				<p>Prepared by :</p> <p>_____ Signature over Printed Name</p>				
				<p>Approved by:</p> <p>_____ Signature over Printed Name Agency Head/Authorized Representative</p>				

CERTIFICATION OF TRAVEL COMPLETED

Entity Name: _____

Fund Cluster: _____

Director in-Charge

Station

I HEREBY CERTIFY THAT I have completed the travel as authorized in the Travel Order/Itinerary of Travel No. _____ dated _____ under conditions indicated below:

- / x / Strictly in accordance with the approved itinerary.
- / / Cut short as explained below. Excess payment in the amount of P _____ was refunded under O. R. No. _____ dated _____
- / / Extended as explained below, additional itinerary was submitted
- / / Other deviation as explained below.

Explanation or justifications:

Evidence of travel:

Respectfully submitted:

Name of Employee

On evidence and information of which I have the knowledge, the travel was actually undertaken.

Approved:

Name of Director
Office