



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

JUL 08 2024

DIVISION MEMORANDUM
No. 273, s. 2024

REIMBURSEMENT OF TRAVEL EXPENSES AND COMMUNICATION EXPENSES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
All Public Schools Principals
All Finance Personnel
All Others Concerned

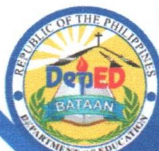
This Office hereby implements a timeline for the efficient and timely payment of expenditures to effectively utilize the budget allocation.

1. To secure the payment of all travel and communication allowances, all reimbursements should be made in the following month after travel is completed and billing is issued.
2. In the case of the last month of the year, December 15th should be the last day for claiming the November travel and communication allowance. All travel and communication incurred from December 16th, onwards should be booked in accounts payable.
3. Documents submitted must be complete to process claims, including signatures of the approving authorities.

Immediate dissemination and compliance of this memorandum is desired.

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CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

References: as stated.
Encl.: as stated.
To be included in the Perpetual Index
under the following subjects:
F2/



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"We Mould Heroes"



CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2507120



PHILIPPINE QUALITY AWARD
COMMITMENT TO
QUALITY MANAGEMENT (LEVEL II)
2022