



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

January 25, 2023

DIVISION MEMORANDUM
NO. **048** __, s. 2023

SUBMISSION OF TRAVEL CLAIMS AND COMMUNICATION ALLOWANCE FOR CY 2023 CHARGEABLE TO DIVISION MOOE

TO: Assistant Schools Division Superintendent
Chief of Functional Divisions
Division Unit Heads
All Others Concerned

1. Deped Order No. 43 Series 2022 entitled Omnibus Travel Guidelines for All Personnel of the Department of Education provides for the specific rules and regulations and rates of expenses and allowances for official and travel of Deped Officials and Personnel.
2. Deped Order No. 02 Series 2023 entitled Amendment to Deped Order No 17, s. 2019 (Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads as Amended) provides for the specific rules and regulations on the standards and procedures in the provision and use of mobile phones, postpaid lines and prepaid loads to Deped Officials and Personnel
3. To ensure the cost-effective utilization of resources of the agency, this division encourages all concerned to submit on a monthly basis their claims for travel and communication expenses.
4. Personnel entitled to fix amount of monthly reimbursable communication and travel expenses shall on or before the 10th day of the following month (except for December wherein submission is until the last working day of the year only) submit to the accounting unit their respective claims.
5. All unclaimed travel and communication for the quarter shall be forfeited and corresponding allotments shall be realigned to other program, projects and activities of this Division.
6. Also, starting February 2023, travel expenses of Administrative Assistant III and II under the Administrative Strand shall be charged to MOOE of schools within the district of assignment.
7. Widest dissemination of the memorandum is desired.

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Engr. Edgard C. Domingo, Ph.D., CESO V
Schools Division Superintendent

