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

DIVISION MEMORANDUM
NO. 547, s. 2026

September 21, 2026

TIMELINES ON THE SUBMISSION OF TRAVEL AND COMMUNICATION CLAIMS CHARGEABLE TO DIVISION MOOE FOR CY 2026

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
School Heads of Public Elementary Schools
School Heads of Public Elementary Schools
All Others Concerned

1. To ensure the cost-effective utilization of resources of the Agency, this Division encourages all concerned to submit on or before October 12, 2026 all claims for transportation and communication expenses charged to Division MOOE for the period January to September 2026 and December 7, 2026 for claims for the period October to December 2026.

2. Late submission shall no longer be accepted and all unclaimed travel and communication expenses for CY 2026 shall be forfeited, and corresponding allotments shall be realigned to other program, projects and activities of this Division.

3. Widest dissemination of this memorandum is earnestly desired

Romeo M. Alip, Ph.d, CESO V
Schools Division Superintendent

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