



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Road Extension, Baguio City
Tel. No.: 446-0275 Fax: (074) 442-7819



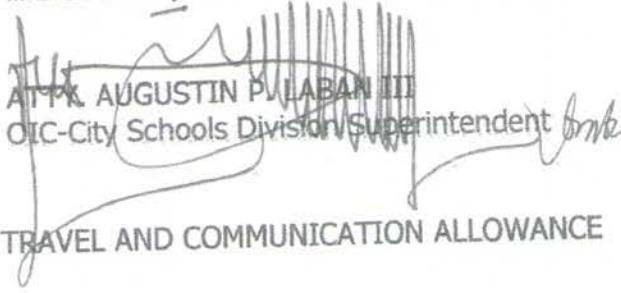
DIVISION OF
DEPED BAGUIO CITY

FEB 07 2017

RELEASED

DIVISION MEMORANDUM
No. 51, s. 2017

To : All Bookkeepers and Disbursing Officers (detailed at the SDO Proper)
All Elementary and Non-IUs Secondary School Heads

From : 
ATTY. AUGUSTIN P. LABAN III
OIC-City Schools Division Superintendent

Subject : TRAVEL AND COMMUNICATION ALLOWANCE

Date : 3 January 2017

1. In exigency of the service, you are entitled for the reimbursement of the following:
 - a. Communication Allowance - maximum of P300 per month only.
 - b. Transportation Allowance - Actual amount but not more than P1, 000 per month.
2. The said reimbursable expenses will be charged from the MOOE of the schools including the expenses of the mobile bookkeepers and or disbursing officers at an alternate manner per school handled.
3. All concerned elementary and non-IUs secondary school heads are directed to allot the said amounts in the APP.
4. For immediate dissemination and compliance of all concerned.