



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



APR 24 2017

RELEASED
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OFFICE ORDER

No. 002, s. 2017

TO : OSDS Personnel
SGOD Personnel
CID Personnel
All Other Concerned
This Office

FROM : **ATTY. AUGUSTIN P. LABAN III**
Officer-in-Charge

SUBJECT : **REIMBURSEMENT AND/OR CLAIM OF TRANSPORTATION
EXPENSES**

DATE : **10 APRIL 2017**

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1. The recently concluded exit conference with the Auditors of the Commission on Audit – CAR assigned in the Schools Division Office of Baguio City have found out that reimbursements/claims of transportation expenses were not in accordance with existing accounting and auditing rules and regulations.
2. In order therefore, to comply and to avoid possible audit observations that may lead to suspensions or disallowances, the following guidelines and policies shall be strictly observed:
 - a. Only ordinary public conveyance or customary modes of transportation shall be used. Use of taxi can only be allowed on exceptional/meritorious and justified by prevailing circumstances, to wit:
 - i. If transporting with heavy loads/materials from the official station or residence to the point of debarkation;
 - ii. If transporting with huge amount of government funds or accountable forms (e.g. checks, etc.)
 - iii. Emergency cases (e.g. short notice of meeting, submission of reports to meet deadline and other analogous cases)
 - iv. Heavy downpour of rain which would delay the presence of the concern employee to an official business or transactions.
 - v. Other analogous justifiable causes.

- b. When using private car, the prevailing rates of public utility vehicle (jeepneys) shall be the basis of computation, unless any of the items enumerated above has been met.
 - c. For employees whose function is to conduct monitoring activities to their respective area of schools assignments (e.g PSDSs, EPSs), a monthly monitoring activity plan should be submitted to support the itinerary of travel conducted.
 - d. It must be emphasized that the Php 1,200.00 per month is NOT a fix or regular allowance of the PSDSs and EPSs but a maximum amount that can be claimed or reimbursed based on actual transportation expenses incurred
 - e. All transportation expenses to be reimbursed must be submitted on or before the end of each quarter with complete supporting documents.
3. For strict compliance.

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