



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



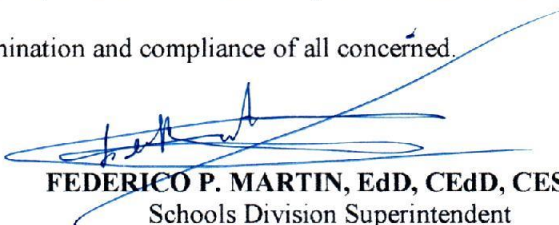
September 18, 2018

DIVISION MEMORANDUM No. 422, s. 2018

REIMBURSEMENT AND/OR CLAIM OF TRANSPORTATION EXPENSES

TO: Public Elementary School Heads
Public Secondary School Heads (Non-IUs)
School Bookkeepers
School Disbursing Officers
School Canvassers and Liaison Officers
All Others Concerned

1. Pursuant to Office Order No. 002, s.2017 and Division Memorandum No. 51, s. 2017, you are entitled for the reimbursement of the following:
 - a. Communication Allowance – maximum of Php 300 per month only.
 - b. Transportation Allowance – actual amount but not more than Php 1,000 per month. (PER SCHOOL ONLY)
 - c. Transportation Allowance of Public Schools District Supervisors (PSDSs) only– actual amount but not more than Php 1,200 per month.
2. The reimbursement of transportation expenses, however, shall be in compliance to Executive Order 298 and COA Circular No. 96-004, with the following guidelines and policies to be strictly observed:
 - a. Only ordinary public conveyance or customary modes of transportation shall be used. The use of taxi can only be allowed on exceptional/ meritorious and justified by prevailing circumstances, to wit:
 - i. If transporting with heavy loads/ material 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.
 - 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 PSDSs whose function is to conduct monitoring activities to their respective area of school assignments, a monthly monitoring activity plan should be submitted to support the itinerary of travel conducted.
 - d. It must be emphasized that the amount of Php 1,200 per month (for PSDS) and Php 1,000 per month (for the other abovementioned personnel) are NOT fixed or regular allowances but a maximum amount that can be claimed or reimbursed based on actual transportation expenses incurred.
3. The abovementioned 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, whereas the transportation expenses of the PSDSs will be charged from the MOOE of the Division.
4. All concerned elementary and non-IUs secondary school heads are directed to allot the said amounts in the WFP.
5. For immediate dissemination and compliance of all concerned.


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Schools Division Superintendent