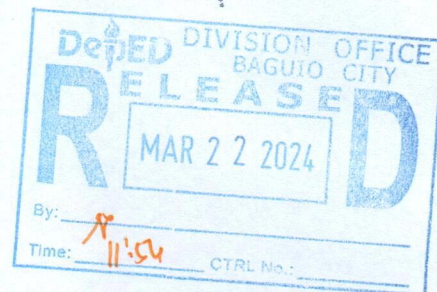




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



March 22, 2024

DIVISION MEMORANDUM

No. 191-2024

REITERATION ON THE PRESCRIBED GUIDELINES OF TRAVELLING EXPENSES REIMBURSEMENT

To: ALL SDO Baguio City Personnel (Teaching and Non-Teaching)

1. The Department of Education (DepEd) issued DepEd Order No. 43 s 2022 otherwise known as the Omnibus Travel Guidelines for all Personnel of the Department of Education.
2. Anent to this, official(s) or employee(s) are enjoined to abide with the prescribed guidelines for all travels.
3. Aside from the said DepEd Order, the following are to be considered in SDO Baguio City:
 - a. Submit the travel claim and its supporting documents within the quarter of travel (in two copies).
 - b. As a general rule, only the ordinary public conveyance or customary modes of transportation shall be used; hence, even though the official or employee opted to utilize another mode of transportation, the official or employee is expected to claim the cost of the customary mode of transportation.
 - c. If the official(s) or employee(s) had utilized only one vehicle to arrive at their destination, the official(s) or employee(s) had the option to split the fare and claim it separately, or only one would pay and be the one to claim the fare (e.g., employees who ride together in the taxi).
 - d. In relation to item c of this memorandum, official(s) or employee(s) who attended a similar activity should submit their travel claim simultaneously.
 - e. Employees are expected to utilize the customary mode of transportation that will directly transport them to their destination.





Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

For example:

Good practice	Discouraged
Baguio City bus terminal to NAIA	Baguio City to Pasay bus terminal Pasay bus terminal to NAIA
School to Division Office	School to Jeepney Terminal Jeepney terminal to Division Office

f. The Itinerary of Travel (Appendix 45) template does not include the information of residence of the claimant; hence, the claimant must specifically indicate the point of origin to destination.

For example:

Good practice	Discouraged
Buyagan to Victory Liner bus station	Residence to bus terminal

g. In relation to item f of this memorandum, the claimant is expected to submit a completely and accurately filled-up itinerary of travel.

For example:

Situation	Assumption
No fare indicated in the itinerary of travel even if with attached receipt	The employee did not pay anything hence the amount of fare will not be considered

h. In relation to item f of this memorandum, in case the DepEd Memo did not specify the first and last meal provided, the claimant is requested to indicate in the itinerary of travel for easier facilitation of the travel claim.

i. The cost of transportation from the point of disembarkation to the office of destination must not exceed or equal the fare from the point of embarkation to the point of disembarkation in the place of destination. The cost of transportation must commensurate the actual distance travelled.

For example:

Good practice			Discouraged		
Places to be visited	Fare	Distance traveled	Places to be visited	Fare	Distance traveled
Victory Liner Baguio Bus Station to Victory Liner Pasay Bus Station	₱640.00	213.4 kms	Victory Liner Baguio Bus Station to Victory Liner Pasay Bus Station	₱640.00	213.4 kms
Victory Liner Pasay Bus Station to DepEd CO Office	₱250.00	11.8 kms	Victory Liner Pasay Bus Station to DepEd CO Office	₱540.00	11.8 kms






Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

j. As a general rule, all expenses must be supported by an official receipt. But in case, the taxi did not issue an official receipt or issued a defective receipt, the claimant can only claim the cost of fare provided with proper supporting documents were attached.

4. Immediate dissemination of this memorandum is desired.


SORAYA T. FACULO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

