



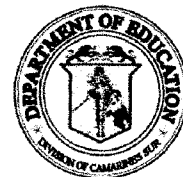
Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur

Tele/Fax 477-33-54



DIVISION MEMORANDUM

No. 103 s. 2018

To: Assistant Schools Division Superintendents
Chief Education Supervisors (SGOD/CID)
EPS and PSDS (Elementary/Secondary)
SEPS/EPS II
Health and Nutrition Services Personnel
School Heads (Elementary and Secondary)
All concerned Division Office Personnel

From: *C. Rivera*
CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent

1. This office reiterates **Division Memorandum No. 15 s. 2018** re: The Policy relative to the submission of Travel and other Claims for reimbursement of various personnel in the Division Office particularly the field personnel who submits accumulated claims for reimbursement of their TEV to the accounting unit.
2. All Division Office employees are required to submit their documents to expedite processing not later than the 5th day of the following month.
3. Processing shall be on a first come first served basis. Priority shall be given to those who submit their document on time.
4. Attached hereto is a format for Certificate of Appearance to be used by all personnel of the Division Office (except for trainings, seminars and other activities). The issuer should fill out the date and time of visit as well as his printed name and signature and the requestor shall indicate the purpose of travel (**which must be clearly specified**).
5. No alteration shall be allowed in the approved travel order/itinerary. All deviation/changes shall be reflected in the Appendix B under "explanations or justifications" for proper evaluation.
6. To ensure that claims are properly received by the claimant, he should indicate his name, specimen signature and contact number in the space provided for validation and internal control purposes.
7. For widest dissemination and strict compliance.