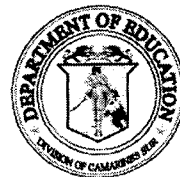


*Department of Education*



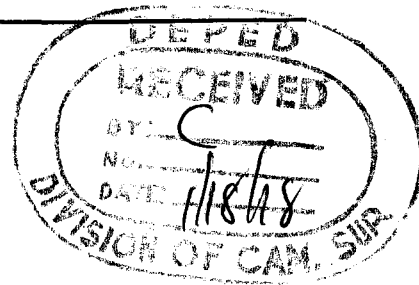
Region V

**DIVISION OF CAMARINES SUR**

*Freedom Sports Complex, San Jose, Pili, Camarines Sur*

*Tele/Fax 477-33-54*

DIV. MEMORANDUM No. 15, 2018



To : Assistant Schools Division Superintendents  
Public School District Supervisors  
Senior Education Program Specialists  
Education Program Supervisors  
Health and Nutrition Services Personnel  
All Others Concerned

From : **ARNULFO M. BALANE, CESO V**  
Schools Division Superintendent

Subject : **OFFICE POLICY ON SUBMISSION OF TRAVEL AND OTHER REIMBURSEMENT CLAIMS**

Date : January 15, 2017

It has been observed that travel and other reimbursement claims of various personnel in the Division Office especially field personnel tends to accumulate their documents for several months before submitting them to the Accounting Unit thereby making it difficult for the Bookkeeper in-charge to process their claim because of its volume and the timing of submission usually falls on a quarter end where bulk of transactions is at its peak.

In this regard, all concerned personnel are hereby directed to observe the following office rules on submission of reimbursement claims to expedite processing:

1. Documents for travel reimbursements should be submitted monthly not later than 5<sup>th</sup> of the following month. Priority shall be given to those who submit documents on time.
2. Certificate of appearance for field personnel should follow a uniform format (pls. see attached format as reference). Appearance certificate must be prepared by the claimant in one document only (continuous from day 1 to day 30) except for trainings, seminars and other activities where separate certificate is provided to them. It is reiterated that the **ISSUER** should be the one to fill out the date, time, and purpose of travel and **NOT** the claimant.
3. Specific purpose of travel should be indicated in Travel Orders and not just Official Business or OB.

Noncompliance from the abovementioned items may disrupt the processing of claims or may be ground for disallowance.

Please be guided accordingly.

ONE Vision and Mission  
ONE Camarines Sur Division  
ONE Goal: Quality Education

