



Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur

Tele/Fax 477-33-54



February 2, 2018

ADDENDUM TO DIVISION MEMORANDUM NO. 15 s.2018

Dated January 15, 2018

Re: Office Policy on Submission of Travel and Other Reimbursement Claims

1. School Heads/Principals are also covered by this memorandum who shall use the uniform format of Certificate of Appearance.
2. Approved travel orders should not be altered or changed to be consistent with the actual itinerary. Deviations to approved authority to travel shall be reflected in the appendix B (Certificate of Travel Completed) under "explanations or justifications".
3. To facilitate processing and verification of travel and other reimbursement claims of teachers, school heads are enjoined to submit specimen signatures of all teachers together with their contact numbers. This is an enhanced internal control to ensure that claims are received by proper claimants.
4. This memorandum shall take effect starting February 2018.

Please be guided accordingly.

ARNULFO M. BALANE, CESO V
Schools Division Superintendent

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ONE Goal: Quality Education



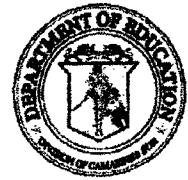
Department of Education

Region V

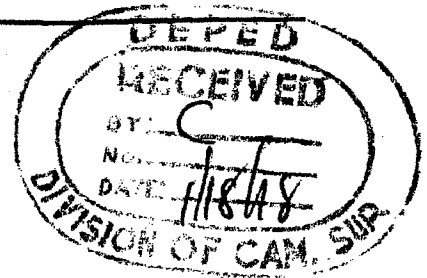
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DIV. MEMORANDUM No. 15, 2018



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 5th 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.

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