



Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

DEPED-DIVISION OF SURIGAO DEL SUR			
RELEASED			
DATE:	7/12/24		
TIME:	4:50 pm		
SIGNATURE:			

May 22, 2024

Division MEMORANDUM
No. 294, s. 2024

REVISED DIVISION POLICY ON THE IMPLEMENTATION OF THE RATE OF ALLOWANCE OF TRAVELLING EXPENSES ON OFFICIAL LOCAL TRAVELS

To: Schools Division Superintendent
Assistant Schools Division Superintendent
Chief of Functional Division/Education Program Supervisor
Public Schools District Supervisors and District In-charge
Head of Sections in this Division

1. In adherence to the existing DepEd Order 43, s. 2022 regarding the Omnibus Travel Guidelines for all Personnel of the Department of Education, and with reference to Division Memorandum 102, 2020, the following modifications to the Daily Travel Expenses (DTE) and Apportioned Travel Expenses shall be implemented:

a. Daily Travel Expenses (DTE)

DESTINATION		MAXIMUM DTE
Division Wide	Surigao del Sur (From the Municipality of Carrascal to Lingig) <i>The following municipalities are less than 50km radius: Lanuza, Cortes, San Miguel, Tago, Bayabas and Cagwait</i>	Php 1,500.00
Cluster 1	Regions I, II, III, V, VIII, IX, XII, XIII, BARMM	Php 1,500.00
Cluster 2	Regions VI, VII, X, XI, CAR	Php 1,800.00
Cluster 3	Regions IV-A, IV-B, NCR	Php 2,200.00

b. Apportioned Travel Expenses

PARTICULARS	PERCENTAGE	TO COVER
Day of arrival at the point of destination (regardless of time) and succeeding day/s thereof on official business	100%	50% - hotel/lodging 30% - meals 20% - incidental expenses
Day of departure for the permanent official station (regardless of time) if other than the date of arrival	50%	30% - meals 20% - incidental expense



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If travel is within Surigao del Sur	52%	780 - hotel/lodging
	48%	720 - meals (240 per meal)

2. In addition to the modifications in the DTE and Apportioned Travel Expenses, the following considerations shall be applied:
 - a. For the reimbursement of travel claims related to monitoring, the maximum amount is only **Php 3,000** per month. Claims for reimbursement over the said amount may be allowed under any justifiable circumstances only upon submission of certification duly approved by the head of the agency.
 - b. For official travel with the division except Lingig, reimbursement of travel claims for one day before and after the official travel is **not allowed**.
 - c. For official travel outside the division but within Caraga Region, only one (1) day before the official travel shall be considered as travel time. However, if the purpose of travel is the submission of reports and/or purchase of common-use office supplies to PS-Depot(DBM), only one (1) day of official travel is allowed.
 - d. When traveling in a group, individual claims for reimbursement of travel are highly discouraged. Reimbursement shall be done in groups using a payroll system scheme.
3. All concerned personnel are reminded that claims for reimbursement of travel expenses with complete supporting documents shall be submitted to the Budget Unit not later than **15 days** after the completed travel.
4. Immediate and wide dissemination of this memorandum is desired.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: none

References: DO 43, s. 2022 & DM no. 102, s. 2020

REAP//DM- CORRIGENDUM TO DIVISION MEMORANDUM NO. 102, S. 2020, RE: DIVISION POLICIES ON THE IMPLEMENTATION OF THE RATE OF ALLOWANCE OF TRAVELLING EXPENSES ON OFFICIAL LOCAL TRAVELS