



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City

December 14, 2016

DIVISION MEMORANDUM

No. 754, s. 2016

TO: ALL CLUSTERED SCHOOLS BOOKKEEPERS

SUBJECT: REITERATION OF MONTHLY LOCAL TRAVELS CEILING AND  
DEADLINES FOR SUBMISSION

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Please be informed that all Clustered Schools Bookkeepers are entitled only to three (3) actual travel claims every month to be submitted to the Finance Section of the Division Office.

Please be informed further that the deadline for submission of monthly travels is every 10<sup>th</sup> of the following month except for the month of December of which the deadline is on December 21, 2016. Submission of travel claims after the said dates will not be honored.

Please be guided accordingly.

SALUSTIANO T. JIMENEZ  
OIC-Office of the Assistant Regional Director  
Concurrent OIC, Office of the  
Schools Division Superintendent

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