



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. 755, s. 2016

TO: ALL HEALTH PERSONNEL

ALL EDUCATION PROGRAM SUPERVISORS

ALL SENIOR PROGRAM SPECIALISTS

ALL EDUCATION PROGRAM SPECIALISTS

**SUBJECT: REITERATION OF MONTHLY LOCAL TRAVELS CEILING AND  
DEADLINE FOR SUBMISSION**

.....  
Please be informed that the Monthly Travel Ceiling is as follows:

Health Personnel.....	P 1,200.00
Education Program Supervisors....	2,300.00
Senior Program Specialists .....	2,300.00
Education Program Specialists.....	1,500.00

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*. 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

8

14 DEC 2016

