



Republic of the Philippines

DEPARTMENT OF EDUCATION

Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

February 5, 2016

DIVISION MEMORANDUM

No. 92, s. 2016

TO: ALL CLUSTERED SCHOOLS BOOKKEEPERS

SUBJECT: 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 10th 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.


LELANIE T. CABRERA
Officer in Charge

Office of the Schools Division Superintendent

2/05/16

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February 5, 2016

DIVISION MEMORANDUM

No. 92, s. 2016

TO: ALL ENGINEERS AND PFSED STAFF
ALL DRIVERS

SUBJECT: MONTHLY LOCAL TRAVELS AND DEADLINES FOR SUBMISSION

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Please be informed that actual travel claims every month are to be submitted to the Finance Section of the Division Office on or before the 10th 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.


LELANIE T. CABRERA
Officer In Charge

Office of the Schools Division Superintendent

2/05/16

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