



OFFICE OF THE DIRECTOR IV	
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21 SEP 2022	[Signature]
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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

DEPARTMENT OF EDUCATION
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ADVISORY

September 16, 2022

PROGRAM IMPLEMENTATION REVIEW OF THE OPEN HIGH SCHOOL PROGRAM

Please be advised that the **Program Implementation Review (PIR) on the Open High School Program (OHSP)** scheduled on September 20-23, 2022 as stipulated in DMCI-2022-309 dated August 31, 2022 is postponed indefinitely.

This is in compliance with the issuance of OUGFO No. 2022-01-0254 re: Postponement of the Implementation of any Central Office Activity without fully Downloading the Funds.

Plane tickets purchased for this activity shall be reimbursed against the FLO- ADM funds subject to usual government accounting rules and regulations.

To process payment of the plane tickets, participants are advised to submit original documents (see enclosure for the List of Documents) to the Office of the Director, Bureau of Learning Delivery, 4th Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City.

Immediate dissemination of this advisory is desired.

JOSE ERNESTO B. GAVIOLA
Undersecretary *gaviola*

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gaviola*



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ENCLOSURE

LIST OF REQUIRED DOCUMENTS REIMBURSEMENT OF TRAVEL EXPENSES – LOCAL

(Unnumbered Memorandum re: Updated Checklist of Minimum Mandatory requirements for common Transactions)

1. Approved Travel Order or Authority to Travel signed by the head of office or head of agency (by the approving officials per DepEd Order No. 8 s. 2011)
2. Certification of Travel Completed (GAM Vol II, Appendix 47), **with written justification that the activity has been postponed indefinitely**, signed by the payee and the head of office
3. Copy of paper/electronic plane ticket
4. Official receipt of the plane ticket
5. Regional/Division Memo on the activity (if available)
6. Bank Savings/Current Account Number (preferably Landbank)
7. Photocopy of the bank Card
8. Contact Details (email address, mobile number)

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

Department of Education, Central Office, Meralco Avenue, Pasig City

Tel. No.: +632 8633-7702/8687-4146; Fax: +632 8631-5057

Email: ouci@deped.gov.ph