



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

June 14, 2023

**OFFICE MEMORANDUM**  
FD-2023- **353**

**UPDATES ON THE OFFICE POLICY ON LOCAL TRAVEL REIMBURSEMENT**

To: Director III  
Functional Division Chiefs  
All Others Concerned

1. This office, through the Finance Division, hereby announces **that effective July 1, 2023, all travel claims** within the region shall be subjected to the following:
  - a. The ceiling for travel expenses within the region, chargeable against the local/regular fund is **P4,500.00 per week** regardless of the number of Travel Orders within the week. Travel expenses charged to downloaded funds from the Central Office/Sub-AROs are not subjected to this limit, hence, the actual cost of travel may exceed P4,500.00 per week.
  - b. Reimbursement shall be submitted to the Accounting section through payroll **for group/team travels** to ensure uniform grant of appropriate and applicable expenses to all members of the team, including the assigned driver.
  - c. All travel reimbursements shall be submitted to the Accounting Section **within 1 month** counted from the last day of the official travel to ensure the utilization of programmed NCAs for the period.
  - d. Disbursement Vouchers submitted **after the cut-off shall no longer be processed**, except for instances with valid reasons supported with a justification approved by the Regional Director. The use of written justification, shall, however, be allowed only once;
  - e. The team shall secure a **Certification from the Division Accountant** specifying the provisions extended to them to support the validity of the per diems claimed;
2. Immediate dissemination and compliance with this memorandum are desired.

*for: Mary*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director *or*

Enclosures: None  
References: None  
To be indicated in the Perpetual Index under the following subjects:

EXPENSES                      PER DIEMS                      TRAVEL  
FD-G.IF

