



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

June 14, 2023

OFFICE MEMORANDUM

FD-2023- **464**

**ADDENDUM TO OFFICE MEMORANDUM NO. 353, SERIES OF 2023 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 immediately**, the following additional internal policies shall be observed in the processing of travel reimbursement **within Region 8**:

- a. The MCH rate of Three Hundred pesos (P300.00) shall be allowed for transportation from the residence to the airport and vice versa, regardless of the time of departure and arrival and the distance of the residence to the airport;
- b. For travels to the SDO with no vehicle provided, the same rate shall be allowed for claims from residence to Tacloban terminal and vice versa, regardless of the time of departure and arrival, respectively;
- c. For travels provided with a government vehicle with a meet-up at the RO, claims for MCH fare from the residence to RO, and vice versa, shall no longer be allowed;
- d. Reimbursement for breakfast shall be allowed for those who leave their residence at 6 AM or earlier. Likewise, reimbursement for dinner shall be allowed to those who arrive at their respective residence at 7 PM and beyond, subject to review of reasonable time and distance traveled;
- e. Travel Orders (TO) shall be approved and dated **before the day of travel**. All concerned who submit travel reimbursements with TO approved **on the date/s of the travel** shall submit a **written justification** approved by the Head of Office citing a valid reason thereof and may be allowed to do so only once. Succeeding travel reimbursements with the same condition shall no longer be accommodated/processed;

2. For travels **outside Region 8**, the following shall be observed:

- a. Taxi fare from the airport to the venue shall be supported with **OFFICIAL RECEIPTS (OR)**. Claim for shared taxi fare for those in group, shall only be allowed to the employee who has the **original OR**. No claim for MCH from the airport to the venue shall be allowed;
- b. Reimbursement for Lunch shall be allowed for those who leave the venue with flight schedules close to 2 pm or earlier considering the check-in time requirement of at least 2 hours, provided the condition is clearly stated in the Justification portion of Appendix B;



c. Item d and e in number 1 applies;

3. In addition, all employees and end-users are required to strictly update the Financial Document Integrated Tracking System (**FinD IT System**) of the Finance Division to ensure full transparency and traceability of all financial documents submitted to FD.

4. **Any claim, regardless of its nature, shall not be processed, if any part of the registries involved is not fully updated.** It is, therefore, the responsibility of the **end-user** to ensure that the document trail in all the registries (**PR, PO, and DV registries**) is complete, as agreed by the chiefs.

5. Likewise, the Cash Section is also required to provide the details of payment on the sheets provided in the DV registry. Submission of paid DVs to the accounting **shall not be accepted**, without compliance thereof.

6. Immediate dissemination and compliance with this memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosures: None

References: ROM NO. 353 s. 2023

To be indicated in the Perpetual Index under the following subjects:

EXPENSES

REIMBURSEMENT

TRAVEL

FD-GJF



Address: Government Center, Candahug, Palo, Leyte

Telephone Nos.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: <https://region8.deped.gov.ph>