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

September 30, 2025

OFFICE MEMORANDUM

FD-2025- 497

**REVISED INTERNAL TRAVEL GUIDELINES FOR
THE REGIONAL OFFICE PERSONNEL**

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the Finance Division, hereby announces that effective October 1, 2025, the following revised internal travel guidelines for travel of Regional Office personnel shall be implemented:

a. For travels within the Region (beyond the 50-km radius from official station or residence):

i. Reimbursement of travel claims shall be on a per Travel Authority/Travel Order (TO) basis, with one TO per week, if applicable.

Separate travel authority to different SDOs within the week may be done if having one TO is impractical taking into consideration the distance of the SDOs to be visited;

ii. The TO shall be duly approved on or before the scheduled travel, specifically bearing the inclusive dates of travel consistent with the Memo/basis for the travel.

It is highly recommended to indicate/combine in one disbursement voucher (DV) reimbursement of travel expenses for two or more official travel within a week.

2. Personnel concerned shall not be entitled to transportation expenses for the entire trip or portion of such trip if a government vehicle was used except in cases where car-pooling was availed and the government vehicle is no longer capable of traversing the road conditions and alternative transportation is opted. Provided, however, that this be disclosed in the certificate of travel completed.

3. As a general rule, only the ordinary public conveyance or customary modes of transportation shall be used. Chartered trips, special hires of public utilities, water vessels and the likes shall not be allowed unless justified by prevailing circumstances:

- a. Transportation expenses shall be supported with Official Receipts, Van Tickets, Bus tickets, TAXI meter receipts, whichever is applicable. If the use of receipts are not applicable, the use of Certificate of Expenses Not Requiring Receipts (COENRR) or Reimbursement Expense Receipts (RER) may be used to cover the actual transportation cost using the ordinary public conveyance or customary mode of transportation.
- b. If a private vehicle is used, no reimbursement on the cost of gasoline and fuel shall be allowed. The official or employee concerned shall, however, is entitled to the equivalent cost of the customary mode of transportation.
- c. RO employees with permanent residence beyond the 50-kilometer radius from the Regional Office, the temporary residence shall be used as reference for official travels from Mondays to Fridays, while the permanent residence shall be used for travels falling on Saturdays and Sundays.
- d. A certification from the SDO Accountant specifying provision for food and/ or accommodation shall be secured by the employee for travel to SDOs.

RO officials and employees conducting monitoring activities with schools shall secure the certification on the food and/accommodation provided by the school signed by the school head of the school visited, consistent with the attached itinerary of travel and certificate of appearance.
- e. Submission of travel claims for group travels shall be by payroll.
- f. The ceiling for per diem amounting to Php4,500.00 applies to local travels/travels within the region chargeable under the GAA/GAS/direct release fund, exclusive of actual cost of transportation from the RO/residence to the SDO/school, depending on the nature of the travel, and vice-versa, for those traveling without official vehicles.
- g. Travel claims charged to Sub-AROs shall not be subjected to any ceiling, however, the same shall be subjected to availability of funds and governed by the eligible expenses indicated in the guidelines or purpose for which the fund was provided for.

- h. Reiteration on provision 1.a of OM-FD-2023-353 - 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.
 - i. Preferably, the Certificate of Appearance must be original; otherwise, it must be certified by the Chief.
 - j. For travels within the 50-km radius:
 - i. Personnel on official travel who commute daily from their residence to the place of assignment/travel destination may claim the actual fare at prevailing rates of the customary mode of transport and the actual cost of meals supported with receipts but not exceeding the current per diem for meals.
 - k. For travels outside the Region:
 - i. Numbers 1, 2, 4, 5, 6, 7 and 9 applies;
 - ii. A transportation cost from residence to the airport at a maximum amount of Php 300.00 shall be allowed, supported with a duly signed (COENRR);
 - iii. Reimbursement of fares obtained through the GRAB app shall fully disclose the employee's name and destination, otherwise a justification shall be made;
 - iv. No ceiling on travel expenses is imposed.
4. For any deviation from the general guidelines, kindly indicate an explanation in the Certificate of Travel Completed.
5. Concerned personnel are encouraged to visit the Accounting Section for any clarification.
6. Immediate dissemination of this Memorandum is desired.



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