



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

May 26, 2026

**OFFICE MEMORANDUM**  
FD-2026- **255**

**UPDATES ON INTERNAL TRAVEL GUIDELINES  
FOR THE REGIONAL OFFICE PERSONNEL**

To: Director III  
Functional Division Chiefs  
All Others Concerned

1. This office, through the Finance Division, announces that pursuant to the discussions during the Management Review conducted on May 18, 2026, the following amendments shall take effect for all travels undertaken from the date of posting of this issuance on the DepEd Regional Office official website:

- a. The processing of local travel claims chargeable under the GAA/GAS/direct release fund shall **no longer be subject to a prescribed ceiling** (ref. OM No. FD-2025-497, s. 2025 3.f), however, claims shall still be evaluated and processed in accordance with the applicable accounting and auditing rules and regulations
- b. In support of the processing and validation of per diem claims, the submission of Certification from Division Accountant for travels to SDO or from the School Head for school visits specifying the provisions extended to the traveling employee/team shall **no longer be required** (ref. OM No. FD-2025-497, s. 2025 3.d)

2. All other provisions of **OM No. FD-2025-497, s. 2025** shall remain unchanged and continue to be in full force and effect.

3. Immediate dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Regional Director

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