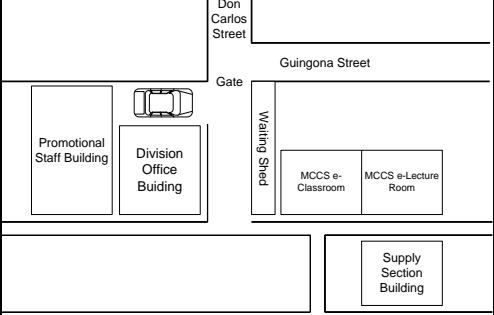
	Processing of Reimbursement of Travel Claims			
	Department	Department of Education		
	Division	Division of Malaybalay City		
	Department Head	Edilberto L. Oplenaria		
Contact No's	(088) 813-2894 / 221-4597			
SERVICE DESCRIPTION			Location: Corner Don Carlos-Guingona Streets, Barangay 3, Malaybalay City	
Travel claims includes the processing traveling allowance for use in paying the registration fees, fares, meals, incidental expenses, and hotel accommodation/lodging of all Division Office personnel on official travel to attend seminars, trainings, conferences, etc.				

CLIENT GROUP	Division Office Personnel
SERVICE SCHEDULE	Monday – Friday (8:00AM – 12:00 NN and 1:00PM – 5:00PM)
TOTAL PROCESSING TIME	1 hour and 5 minutes (under normal circumstances)
TOTAL FEES	None
REQUIREMENTS (In 3 copies)	Memorandum Travel Order Approved Itinerary Certificate of Appearance Official Receipt (if any) Bus Tickets (if any) Reimbursement Expense Receipt (if any) Obligation Request (ObR) signed by the Assistant Schools Division Superintendent

PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person In-Charge	Fees	Form
1	Submits required supporting documents	Verifies completeness of supporting documents	20 mins.	Administrative Aide IV	None	None
2		Assigns control number to ObR and forwards documents to Budget Officer	5 mins.	Administrative Aide IV	None	None
3		Certifies availability of allotment and obligates for the purpose indicated	10 mins.	Budget Officer-Designate	None	None
4		Prepares Disbursement Voucher (DV) and assigns control number	15 mins.	Administrative Aide IV	None	None
5		Certifies availability of cash and completeness of supporting documents	10 mins.	Accountant II	None	None
6		Forwards Disbursement Voucher (DV) and supporting documents to the Schools Division Superintendent for Approval	5 mins.	Administrative Aide IV	None	None

(Pursuant to the provisions of the Anti-Red Tape Act of 2007, also known as the Republic Act No. 9485)