



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Casisang, City of Malaybalay

Telefax # 088-314-0094, E-mail add: dpdmlyblycity@yahoo.com

Website: www.depedmalaybalay.net

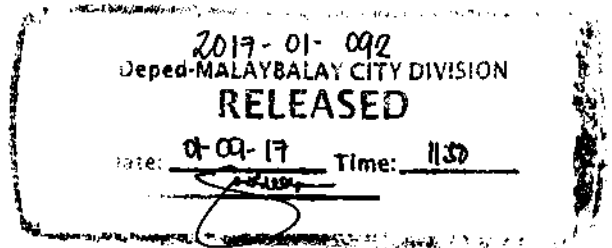


January 6, 2017

DIVISION MEMORANDUM

NO. 009, s. 2017

TO: Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Section/Unit Heads and Staff
All Others Concerned



Through: Chief Education Supervisors, CID and SGOD
Administrative Officer V-Administrative Services

Re: **GUIDELINES RELATIVE TO TRAVEL CLAIMS DURING THE CONDUCT OF INSTRUCTIONAL SUPERVISION AND MONITORING**

1. All concerned are hereby authorized to submit travel claims for actual travelling expenses incurred during the conduct of instructional supervision and monitoring of special programs of the Department of Education, this Division effective January 2017.
2. In addition to the usual supporting documents, an accomplishment report on monthly basis shall be attached to the travel claim. It is reminded that per diems are not allowed for travels within the Division, except in Upper Pulangui.
3. The special programs to be monitored shall be specified and travel for such purpose shall be duly authorized by the Schools Division Superintendent.
4. As such, travel claims shall not exceed to One Thousand Pesos (P 1,000.00) per month subject to usual accounting and auditing rules and regulations.
5. For guidance and compliance.


EDILBERTO L. OPLENARIA, CESO VI
OIC-Schools Division Superintendent

Copy furnished: Records Section
Accounting Section

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