



DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, City of Malaybalay

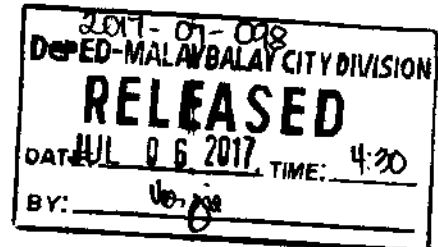


July 7, 2017

DIVISION MEMORANDUM

No. 328 s. 2017

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Unit Heads and Staff
School Administrators Concerned
This Division



SUBJECT: DOCUMENTARY REQUIREMENT ON PAYMENT OF TAXI FARES

The Commission on Audit issued Notice of Suspension (NS) No. 2017-001 (MAL) suspending in audit the payment of a travel claim due to non-submission of Taxi Official Receipt. It cited Section 4 of EO 298 which provides that:

"Claims for reimbursement of actual travel expenses in excess of travel expenses authorized maybe allowed upon certification by the head of agency concerned as absolutely necessary in the performance of an assignment and presentation of bills and receipts."

To prevent disallowances, all claims for the payment of taxi fare must be supported with Taxi Official Receipt and use of Reimbursement Expense Receipt (RER)/yellow receipt is no longer allowed.

For your information and compliance.


EDLBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent