



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
Division of Malaybalay City

DM2020-01-042  
MALAYBALAY CITY DIVISION  
RELEASED  
DATE BY JAN 29 2020 10:37  
TIME

January 28, 2020

**DIVISION MEMORANDUM**

NO. 042, s. 2020

TO: Division Personnel  
All Others Concerned  
This Division

FROM: **VICTORIA V, GAZO, Ph.D., CESO V**  
Schools Division Superintendent

RE: **GUIDELINES FOR THE PAYMENT OF TRAVEL EXPENSES IN THE  
DIVISION OFFICE**

1. This memorandum aims to provide the internal rules and procedures in the processing of payment for all local travels by employees in the Division.
2. The allowable rates and expenses shall be in accordance to DepEd Order 22, s. 2019, entitled Guidelines on Official Local Travels in the Department of Education.
3. Use of Certification of Expenses not Requiring Official Receipts is to be used for payment of fares in public utility vehicles not issuing official receipts such as motorela, habal-habal and taxi for amounts not exceeding P300.00. The maximum allowable taxi fare for one way shall be the following rates:

Destination	Maximum Taxi Fare
Luzon and Visayas	300.00
Within Mindanao except CDO	150.00
Cagayan de Oro City Proper	100.00
Cagayan de Oro Outside City Proper	200.00





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4. In cases where the actual taxi fare is above the ceiling, an official receipt shall be required.
5. Cash advances for travel shall only be allowed on the following circumstances:
  - a. The total estimated travelling expenses excluding registration fee is at least P20, 000.00 per employee.
  - b. Justifiable circumstances as authorized by the Schools Division Superintendent.
6. Travel claim is to be made in one payroll and Disbursement Voucher prepared by the Division In-Charge/Section In-Charge, if:
  - a. 3 or more employees belong in one Division (CID, SGOD or OSDS);
  - b. Travel is charged against same source of fund; and
  - c. With the same purpose of travel
7. The Accounting Section shall review the Disbursement Voucher and supporting documents only upon submission of complete documentary requirements including approved Itinerary of Travel, Certificate of Travel Completed and Post Training Report, whenever applicable.
8. Reimbursement for travel claim must be submitted not later than 10 working days upon return or the required deadline whichever is earlier.
9. For information, guidance, and compliance.

Copy furnished : Records Section  
Accounting Section

TO BE POSTED ON WEBSITE



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