



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

July 26, 2022

DIVISION MEMORANDUM
NO. 241 S. 2022

GUIDELINES FOR TRAVEL CLAIMS

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
Division Office Personnel
Administrative Officers II (Assigned in Districts)
All Others Concerned

1. In order to streamline the processing and payment of travel claims in this Office, these guidelines for travel claims are hereby set.
2. Regular travel claims should be submitted monthly following the deadline for submission as indicated in the schedule below. Failure to submit the travel claims on the deadline set may result to having it as accounts payable.
3. The schedule of submission of travel claims are as follows:

Month	Date of Submission
July	August 8, 2022
August	September 5, 2022
September	October 10, 2022
October	November 7, 2022
November	December 5, 2022
December	December 19, 2022

4. Considering the budget for travel expenses, the following are the prescribed monthly ceiling:

Position	Amount
EPS	Php 2,500.00
PSDS	Php 2,500.00
SGOD Personnel	Php 1,500.00



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5. For PSDSs holding two (2) districts, the maximum travel claim shall be Php 3,000.00
6. Administrative Officer II assigned in Districts are entitled to one (1) travel claim per week. The said travel claim shall cover actual travel only from Station to Division Office.
7. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent



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