



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

August 27, 2025

DIVISION MEMORANDUM

No. 410 s. 2025

**CLARIFICATION ON THE PAYMENT OF MEAL ALLOWANCE AND
INCIDENTAL EXPENSES TO PERSONNEL ON OFFICIAL TRAVEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CES)/OIC-CES
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Relative to the issued DepEd Order No. 043, s. 2022 entitled **“OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION”**, this Office through the accounting unit, seeks to clarify the application of Section IV(C)(5)(b)(ii)(2), particularly on the computation of meal allowance reimbursable to personnel on official travel after conducting fieldwork.
2. The **meal allowance under Section IV(C)(5)(b)(ii)(2)** of the subject DepEd Order is **computed in a manner that the meal allowance shall not exceed 30% of the 30% meal component of the Daily Travel Expenses (DTE)**.
3. The maximum DTE for travel destination within Region VI is Php 1,800.00, of which 30% or Php 540.00 is the authorized meal component. **Therefore, meal allowance in the maximum amount of Php 162.00 (30% of Php 540.00) shall be allowed to personnel on official travel who commute daily from the place of assignment to the place of residence or permanent official station and within the 50-kilometer radius.**
4. It should be noted that **the basis is a kilometer radius**, a distance measured in kilometers from a central point of a circular area to any point on its circumference, **and not the actual distance** from point of origin to point of destination.
5. In addition, personnel on official travel who commute daily from the place of assignment to the place of residence or permanent official station **shall be allowed for reimbursement of his/her actual fare**, upon presentation of official receipt, if applicable, at the prevailing rates of authorized modes of transportation from permanent official station to the place of assignment and back.



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Illustration:

For one-day travel within the 50-kilometer radius, commuting daily, **without any provision.**

Entitlement (upon presentation of receipts, if applicable)
Actual Fare + P 162

For one-day travel within the 50-kilometer radius, commuting daily, **with lunch provided.**

Entitlement (upon presentation of receipts, if applicable)
Actual Fare

6. The Php 162.00 meal allowance shall be **applied for all unclaimed travel reimbursements after posting of this memorandum and to all future official travels.**

7. **Moreover, personnel providing transport services to other personnel are not eligible to claim for reimbursement of the 20% incidental expenses component of the DTE if the purpose of their travel is purely to transport or drive other officials or employees to their respective authorized travel destinations, and in the performance of their regular duties and responsibilities.**

8. All reimbursement of travel expenses shall be done with utmost judiciousness and prudence to ensure efficient use of government funds. Authorized recipients must avoid duplication of similar or related expenses, ensure that expenditures are necessary, reasonable and strictly adhere to existing budgeting, accounting and auditing laws, rules and regulations.

9. Widest and immediate dissemination of and strict compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Reference: DepEd Order No. 043, s. 2022 and Executive Order No. 77, s. 2019
To be indicated in the Perpetual Index
under the following subject:

TRAVEL PAYMENT POLICY PROCEDURE RULES