



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM  
No. 463, s. 2023

To: Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Elementary and Secondary ADAS II and III  
Administrative Officer II  
All Others Concerned

**CLAIM ON TRAVELLING EXPENSES FOR ALL DISTRICT FINANCE AND ADMINISTRATIVE STAFF**

1. Pursuant to Section 21 of **Executive Order No. 077, s. 2019** dated March 15, 2019 entitled **Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel** and **DepEd Order No. 022, s.2019** dated September 2, 2019 entitled **Guidelines on Official Local Travels in the Department of Education**, this memorandum is hereby issued to reiterate existing policies, guidelines and procedures on official local travels of all DepEd officials and employees.
2. In our desire to maintain prompt delivery of basic financial and administrative services, this office allows all district **Administrative Assistant II & III** and **Administrative Officer II** to claim travelling expenses pertaining to the following transactions and other job-related tasks:
  - a. Submission school reports to division office such as MOOE liquidation, monthly payroll, form 7, application for leave of teachers, fidelity bond of school heads and other reports; and
  - b. Attendance to trainings, seminars, workshops, conferences, meetings, or any official activity to be attended which will be conducted by the Division Office.
3. Identified non-teaching personnel are allowed to claim reimbursement on official local travels only and shall be charged to **school MOOE /local funds** subject to the usual accounting auditing rules and regulations.
4. School heads are hereby instructed to agree among themselves for the arrangement of claiming of travel reimbursement of the identified employees within the district.
5. This memorandum shall take effect immediately.
6. For widest dissemination and information.

  
**NORMA P. ESTEBAN, EdD., CESO V**  
Schools Division Superintendent

Accounting Unit  
October 24, 2023