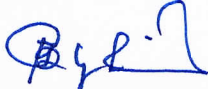



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED



MEMORANDUM
OM-2020-043

TO: RO Functional Division Chiefs
Unit and Section Heads
All Others concerned

FROM: 
RAMIR B. UYTICO, Ed.D., CESO IV
Director IV 

SUBJECT: ORIENTATION ON THE ON-SITE TRAVEL REIMBURSEMENT AND ENHANCED PROCEDURES ON THE PREPARATION AND SUBMISSION OF VARIOUS CLAIMS TO THE FINANCE DIVISION

DATE: February 12, 2020

1. This Office, through the Finance Division, shall conduct an Orientation on the On-Site Travel Reimbursement and Enhanced Procedures on the Preparation and Submission of Various Claims to the Finance Division on February 17, 2020 following the herein attached schedule (Annex A).
2. Program focal persons and employees directly involved in the preparation of financial documents per unit, section and functional division are hereby required to attend the activity.
3. Immediate and wide dissemination of and compliance with this Memorandum are desired.



SCHEDULE OF ORIENTATION ON ON-SITE TRAVEL REIMBURSEMENT CUM FINANCE DIVISION VARIOUS CONCERNS

FUNCTIONAL DIVISION	DATE	TIME	VENUE	TEAM
Curriculum and Learning Management Division (CLMD)	February 17, 2020	9:00 a.m. - 10:30 a.m.	CLMD's Office	LEONARDO A. CORDOVA and ESEL P. DOLO
Learning Resources Management Section (LRMS)				
Human Resource Development Division (HRDD)	February 17, 2020	9:00 a.m. - 10:30 a.m.	HRDD's Office	FE M. GERONA and PEEJAY AMADORE
Regional Educator Learning Center (RELC)				
Policy, Planning and Research Division (PPRD)	February 17, 2020	10:30 a.m. to 12 p.m.	PPRD's Office	LEONARDO A. CORDOVA and ESEL P. DOLO
Education Support Services Division (ESSD)				
Health and Nutrition Unit (HNU)	February 17, 2020	10:30 a.m. to 12 p.m.	ESSD's Office	FE M. GERONA and PEEJAY AMADORE
Physical Facilities Section (PFS)				
Quality Assurance Division (QAD)	February 17, 2020	1:00 p.m. to 2:30 p.m.	QAD's Office	LEONARDO A. CORDOVA and ESEL P. DOLO
Administrative Division (AD)				
Personnel Section				
Records Section	February 17, 2020	1:00 p.m. to 2:30 p.m.	AD's Office	FE M. GERONA and PEEJAY AMADORE
Cash Section				
General Services Unit (GSU)				
Asset Management Section (AMS)	February 17, 2020	2:30 p.m. to 4:00 p.m.	AMS's Office	LEONARDO A. CORDOVA and ESEL P. DOLO
Office of the Regional Director (ORD)				
Public Affairs Unit (PAU)				
Legal Unit	February 17, 2020	2:30 p.m. to 4:00 p.m.	ORD	FE M. GERONA and PEEJAY AMADORE
Information and Communication Technology Unit (ICTU)				
Office of the Assistant Regional Director				