



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 21, 2021

OFFICE MEMORANDUM

No. **000276**, s. 2021



**CONDUCT OF VIRTUAL ORIENTATION ON THE REVISED GUIDELINES ON THE
SUBMISSION OF TRAVEL REIMBURSEMENT TO THE RO FINANCE DIVISION-
ACCOUNTING SECTION**

To: Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

1. This office, through the Finance Division, announces the conduct of the Virtual Orientation on the Revised Guidelines on the Submission of Travel Reimbursement to the RO-Finance Division – Accounting Section on **June 25, 2021** via Google Meet relative to the implementation of Regional Memo No. 296 s. 2021, dated June 1, 2021 entitled “Revised Guidelines on the Submission of Travel Reimbursement to the RO Finance Division-Accounting Section”. Meeting link will be shared to the participants a day before the activity.
2. The participants to this activity are the following:
 - a. Regional Office Division Chiefs, Section and Unit Heads;
 - b. Regional Office Education Program Supervisors (including the Supervising Administrative Officers); and
 - c. Personnel in-charge in the Preparation of Disbursement Vouchers (ADAS) in each functional division, section/unit.
3. The following matters shall be discussed:
 - a. New Guidelines on the Submission of Travel Reimbursement to the RO Finance Division – Accounting Section;
 - b. Standard Preparation of Consolidated Quarterly Itinerary of Travel and it’s Supporting Documentary Requirements;
 - c. New Process Workflow of RO Finance Division’s Processing of Disbursement Vouchers;
 - d. Reiteration on the Standard Filing and Sorting of Supporting Documentary Requirements of Various Claims; and
 - e. Other Issues and Concerns.



4. Immediate dissemination of and strict compliance with this Memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Enclosures: None

References:

To be indicated in the Perpetual Index under the following subjects:

MEETING
FINANCE
VIRTUAL MEETING

FD-LAC

