



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

July 8, 2022

OFFICE MEMORANDUM

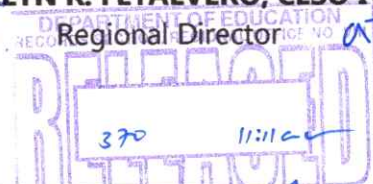
No. **370**, s. 2022

To: Functional Division Chiefs
 Unit and Section Heads
 All Others Concerned

REVISED OFFICE POLICY ON CLAIM OF TRAVEL EXPENSES WITHIN THE REGION

1. This Office, through the Finance Division, hereby announces the office standards on the submission of claims for travel expenses for activities attended/conducted within the region effective immediately.
2. Travel to the **Schools Division Offices** shall strictly observe the following:
 - a. **One-day before and one day after travel time and claim shall no longer be allowed, except for official travel to the Division of Northern Samar;**
 - b. Travel to Northern Samar is further subjected to the following internal rules:
 1. **If the activity starts in the afternoon, the allowable travel time is in the morning of the same day;**
 2. **If the activity starts in the morning, the allowable travel time is in the afternoon of the day before the activity;**
 3. **If the activity ends in the morning, the allowable travel time in going back to the official station is in the afternoon of the same day;**
 4. **If the activity ends in the afternoon, the allowable travel time in going back to the official station is in the morning of the next day.**
3. Further, all concerned are advised to submit their travel claims to Finance Division **immediately upon return to the office**. Claims submitted **after one (1) month** counted from the last day of the travel shall no longer be accepted for processing.
4. Immediate dissemination of and compliance with this Office Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director



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