



Republic of the Philippines
Department of Education
 REGION V
SCHOOLS DIVISION OF SORSOGON

March 9, 2020

Division Memorandum
 No. 52, s. 2020

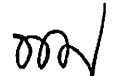
REGULAR SUBMISSION OF TRAVEL CLAIMS OF SDO PERSONNEL

To: Assistant Schools Division Superintendent
 Chiefs of CID and SGOD
 Education Program Supervisors
 Division Coordinators
 Public Schools District Supervisors
 Section Chiefs
 All Others Concerned

1. We have noted that there are still travel claims which includes prior years, that were submitted beyond the due dates and may adversely affect the Cash Programming and the Work and Financial Plan of the Division.
2. In order for this Office to maximize the 2020 Budget and to effectively manage its cash allocations, we would like to reiterate and **strictly implement** the **monthly and regular** submission of travel claims to the Budget Office for obligation and immediate processing for payment by the **Accounting Office** subject to the usual budgeting, accounting and COA rules and regulations.
3. Due dates for the submission of year 2020 travel claims to the Budget Office are as follows:

Period of Travel on Official Business	Due Dates
Months of January and February 2020	March 20, 2020
Months of March and April 2020	May 10, 2020
Months of May and June 2020	July 10, 2020
Months of July and August 2020	September 10, 2020
Months of August and September 2020	October 10, 2020
Months of October and November 2020	December 10, 2020
Month of December 2020	Last regular working day of the year

4. Travel Claims submitted beyond the said due dates will not be processed for payment.
5. For strict compliance.


JOSE L. DONCILLO CESOV
 Schools Division Superintendent