



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

May 9, 2023

DIVISION MEMORANDUM

No. 094, s. 2023

**SUPPLEMENTAL GUIDELINES ON REIMBURSEMENT OF TRAVEL EXPENSES  
FOR THE CONDUCT OF REGULAR SCHOOL MONITORING  
AND OTHER RELATED ACTIVITIES**

**To:** Assistant Schools Division Superintendent  
Chiefs – CID, SGOD  
PSDS's, OIC-PSDS's  
All Functional Area Heads  
All Others Concerned

1. As a matter of policy in strengthening existing fiscal controls specifically on travel reimbursement claims, this Office informs the concerned of the following guidelines for the reimbursement of travel expenses for regular monitoring and other related activities:
  - a. For the conduct of regular school monitoring and other related activities of PSDS's/OIC PSDS's, EPS, Medical Nurses, Dentists, Dental Aides, the following maximum travel reimbursement claim per month shall be imposed:

i. PSDS/OIC-PSDS	-	P2,500.00
ii. EPS (SGOD)	-	P2,000.00
iii. EPS (CID)	-	P2,000.00
iv. Medical Nurse, Dentist	-	P1,800.00
v. Medical/Dental Aids	-	P1,600.00
  - b. Reimbursement claims for travel expenses on regular monitoring and related activities shall be submitted separately from other official travels and must be submitted within the succeeding month from the date of the conduct of monitoring activity. Failure to submit within the prescribed period shall be a basis for the disapproval of the reimbursement claim.



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- c. An accomplishment report shall be attached as a requirement for the reimbursement claims for travel expenses on monitoring and other related activities, in addition to other usual documentary requirements for travel reimbursements prescribed by COA Circular No. 2012-001, such as but not limited to Approved Travel Order/Travel Authority, original Certificate of Appearance, Certificate of Travel Completed, travel tickets, receipts, and other proof of expenses.
2. For information, guidance and compliance.

  
**WILLIAM B. GANDO, CESO VI**  
Schools Division Superintendent

*RJF/Accounting-monitoring\_claim\_ceiling*  
*May 9, 2023*



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