



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 227, s. 2024

03 DEC 2024

**SUBMISSION OF PERTINENT DOCUMENTS FOR THE
REIMBURSEMENT/LIQUIDATION OF TRAVEL EXPENSES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In connection with Division Memorandum No. 105, s. 2024, titled "Internal Control on Reimbursement/Liquidation of Travel Expenses and Submission of Supporting Documents," all travels completed on or before November 30, 2024, must have the required supporting documents submitted not later than December 6, 2024.
2. For travels conducted between December 1 and December 20, 2024, the deadline for the submission of claims is December 20, 2024, at 5:00 in the afternoon.
3. These deadlines are set to ensure the prompt processing and payment of claims and to avoid delays in settlement before the year-end closing of books.
4. For information and strict compliance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference: Division Memorandum No. 105, s. 2024
To be included in the Perpetual Index
Under the following subject:

INTERNAL CONTROL ON REIMBURSEMENT/LIQUIDATION
OF TRAVEL EXPENSES

JLP/Reimbursement/Liquidation of TEV
December 02, 2024



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