



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

24 NOV 2025

DIVISION MEMORANDUM
No. **774**, s. 2025

**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 completed travels must be submitted on or before the following deadlines:

Period Covered	Due Date
January 01, 2025 to November 21, 2025	November 26, 2025, 5:00 P.M.
November 22 to December 19, 2025	Strictly within three (3) to five (5) working days after the end of each travel

2. These deadlines are set to ensure availability of funds and prompt preparation of the Obligation Request and Status (ORS) and the Disbursement Voucher (DV).
3. Reimbursement documents submitted after the specified deadlines will no longer be accepted for processing and payment.
4. Attached is the checklist of supporting documents for your reference.
5. 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

JCB/Reimb/Liquidation of TEV
21 November 2025



SDCB RECORDS UNIT

2518996



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

Payee: _____ Date: _____

Responsible Person: _____

REIMBURSEMENT FOR TRAVEL/TRAINING

For employee:

- ☐ Itinerary of Travel
- ☐ Certificate of Travel Completed
- ☐ Original Authority to Travel
- ☐ Original Certificate of Appearance
- ☐ Copy of Certificate of Participation
- ☐ Original Official Receipt (Registration Fee)
- ☐ Memorandum/Invitation
- ☐ Original Bus Tickets/Plane Tickets, Boarding Pass, Itinerary Receipts, Terminal Fee Receipts, Official Receipts

Additional for Speaker:

- ☐ Proposal
- ☐ Letter of Invitation indicating that DO shouldered the travel/transportation/accommodation/meals
- ☐ Copy of Certificate of Recognition
- ☐ Billing/Statement of Account of Credit Card used

JENNIFER C. BUNGUBUNG
 Accountant III

Remarks:

Note: All Documents must be properly and completely accomplished and submitted in Duplicate

Payee: _____ Date: _____

Responsible Person: _____

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