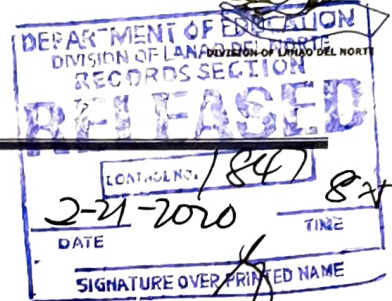




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA O DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod Lanao del Norte
(063)227 – 6633, (063)341 – 5109
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DIVISION MEMORANDUM No. 81 s. 2020

TO: OIC Chief, Curriculum Implementation Division (CID)
Chief, Schools Governance and Operation Division (SGOD)
Section Heads, Office of the Schools Division Superintendent (OSDS)
Education Program Supervisors, PSDS and Program Coordinators
Elementary and Secondary School Heads
Senior Bookkeepers and Disbursing Officers
This Division

FROM: *Mr. Ananay*
EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

SUBJECT:
1st TRACER ON DISSEMINATION OF DEPED ORDER NO. 22, S. 2019 "GUIDELINES ON OFFICIAL LOCAL TRAVELS IN THE DEPARTMENT OF EDUCATION"

DATE: February 19, 2020

1. This is to remind the field on the full implementation of Division Memorandum No. 376 s. 2019 (attached) and DepEd Order No. 022, s. 2019 dated September 2, 2019 entitled **Guidelines on Official Local Travels in the Department of Education** pursuant to Executive Order No. 77, s. 2019 dated March 15, 2019 entitled **Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel**. This is geared to help streamline the procedures and provide relevant control measures to ensure efficiency, effectiveness and economy in the utilization of funds allotted for travel expenses.
2. All concerned personnel and officials are hereby advised to download, read thoroughly, and adhere strictly to the details stipulated in said issuances.
3. This Division reiterates the general guidelines in the granting and utilization of cash advances under Section 4.1 of COA Circular No. 97-002:
 - 4.1.1 No cash advance shall be given unless with legal specific purpose.**
 - 4.1.2 No additional cash advances shall be allowed to any official or employee unless the previous cash advance given is first settled or a proper accounting thereof is made.**
4. Accountable Officer must liquidate his/her cash advance after return to permanent official station within thirty (30) days pursuant to Section 5 of COA Circular No. 97-002:

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5.1.3 Official Travel - ...within thirty (30) days after return to permanent official station in the case of local travel,

5. In case of failure of the Accountable Officer to liquidate his/her cash advance, Section 5 of COA Circular No. 97-002 hereby states that:

Failure of the Accountable Officer to liquidate cash advance within the prescribed period shall constitute a valid cause for the withholding of his salary and the imposition of other sanctions as provided for under paragraphs 9.2 and 9.3 of COA Circular No. 97-002.

6. This Memorandum aims to govern all concerned employees and officials in the event of request for cash advance, reimbursement and liquidation of cash advance to avoid rejected claims and imposition of such sanctions.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.

