



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Brgy 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 / (034) 471-2454



DIVISION MEMORANDUM

No. 286, s. 2018

To: All Division Personnel

Date: December 3, 2018

Subject: **TRAVEL REIMBURSEMENT AND OTHER PAYABLES**

1. It is the last month of 2018 and the budget and accounting units are finalizing the division's payables to employees and suppliers based on the allotment given.
2. Thus, this is to remind all division personnel to submit their documents for travel reimbursement to the accounting unit, and to submit necessary and complete documents for other payables to the budget unit on or before December 14, 2018.
3. Travel supporting documents to be submitted in two (2) copies:
 - a. Itinerary of Travel
 - b. Certificate of Travel Completed
 - c. Official Receipts
 - d. Certificate of Appearance
 - e. Travel Order (signed by Regional Director)
 - f. Memorandum
4. As reminded by COA, all 2018 travel expenses and other payables must be paid this year and we cannot guarantee its refund and payment for next year 2019.
5. For your strict compliance.


MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent