



Republic of the Philippines

Department of Education

REGION IX – ZAMBOANGA PENINSULA

SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

10 December 2025

DIVISION MEMORANDUM

No. 056, s. 2025



TRAVEL GUIDELINES AND REIMBURSEMENT DOCUMENTARY REQUIREMENTS

To: Assistant Schools Division Superintendent
 District Supervisors/District-In-Charge
 All Elementary & Secondary School Heads
 All District/School AO-II
 All District/School ADAS II & III
 All Others Concerned
 This Division

1. Pursuant to Executive Order 77, s. 2019 and DepEd Order 43, s. 2022 Prescribing Rules, Regulations and Rates of Expenses and allowances for officials local and foreign travel of Government personnel.

a. Daily Travel Expenses

- i. Hotel accommodation and lodging 50% of the DTE;
- ii. Meals 30% of the DTE. However, for travel within 50 km radius, the meals not exceeding the 30% of the authorized meal component of DTE is allowed; and
- iii. Incidental expenses including cost for local or inland transportation and reasonable miscellaneous expenses at the place of assignment 20% of DTE.
- iv. Daily Travel expenses (DTE) is based on the applicable travel rate per region/destination.

b. Authorization OF LOCAL TRAVEL

Office/Position	Recommending Authority	Approving Authority
School:		
i. School Head	ASDS	SDS
ii. Teaching & Non Teaching Personnel (within the Division)	None	SH
iii. Teaching & Non Teaching Personnel (Outside the Division)	SH	SDS



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c. **Actual Transportation Expenses**

As a general rule, only the ordinary public conveyance or customary modes of transportation will be used. The use of chartered trips, special hires of public utilities, garage cars, water vessels, and other extraordinary means of transportation shall not be allowed unless justified by the prevailing circumstances.

d. **Timeline**

The guidelines provide that within one (1) calendar month after returning to the permanent official station, the concerned shall process his/her travel reimbursement claim.

e. **Liquidation of Travel Cash Advance**

The concern personnel shall request for the review of his/her itinerary and documentation for proper charging of expenses from the accounting assigned personnel, and shall prepare his/her refund in the case where the actual expenses is more than the cash advance granted.

f. **Reminder**

All travel claims are subject to the usual **COA, ACCOUNTING RULES and REGULATIONS and AVAILABILITY OF FUNDS.**

2. For immediate dissemination and strict compliance.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

References: Executive Order 77, s. 2019
DepEd Order 43, s. 2022

To be indicated in the PERPETUAL INDEX under the following subjects:

POLICY MOOE TRAVEL
LIQUIDATION GUIDELINES CASH ADVANCE

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