



Republic of the Philippines  
Department of Education  
Region 10 – Northern Mindanao  
**DIVISION OF OZAMIZ CITY**  
IBJT Compound, Carangan, Ozamiz City



**DIVISION MEMORANDUM**

Unnumbered 224, s, 2019

To: : OIC, Assistant Schools Division Superintendent  
Chief Education Supervisors –  
Curriculum Implementation Division (CID) and  
Schools Governance and Operations Division (SGOD)  
Unit Heads  
Other Concerned Personnel

Subject : **GUIDELINES ON TRAVELING EXPENSES**

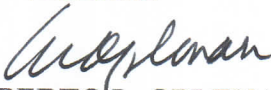
Date : July 18, 2019

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1. It has been noted that after the second quarter of this fiscal year 2019, this Division Office experienced funding constraints on appropriations for traveling expenses. Thus, it is of paramount importance that each Unit Head of Offices shall exercise strict control on local travels being undertaken in the observance of austerity measures, such as:

- a. Limit travel and limit the attendance of personnel to trainings, seminars, workshops and other activities to those which are essential to performing the agency's mandate, including those conducted by private organizations;
- b. Plan travels in advance to take advantage of discounted rates being offered by airline companies;
- c. Avail the most economical way of mode of transportation; and
- d. Before the approval of Schools Division Superintendent, Travel Orders of division personnel should be submitted first to the Office of Budget Services for initial and controlling purposes for each budget allocation per activity/program/projects.

2. For guidance and compliance of all concerned.

  
**EDILBERTO L. OPLENARIA, CESO VI**  
A School Division Superintendent 