



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

April 7, 2026

DIVISION MEMORANDUM

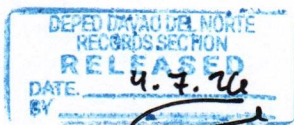
No. 0130 s. 2026

TIMELINESS FOR SUBMISSION OF TRAVEL CLAIMS

To: Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V- Administrative Services
School Heads of Elementary, Secondary and Integrated Schools
All Others Concerned

1. The Finance Unit of this Office has been presented with travel claims from the personnel under the Division Office and the schools that are beyond acceptable timeline as observed.
2. As one of actions to be construed as initiative for internal control, the undersigned hereby orders that travel claims from personnel of the Division that will need the signature of the Schools Division Superintendent (SDS), shall be claimed during the month or one month after incurrence, otherwise the claims shall not be processed by the Finance Unit.
3. Everyone is enjoined to continually support and recognize the value of equality and diversity in adherence to the Equal Opportunity Principle (EOP) of the organization.
4. For strict compliance. Failure to do so shall be dealt with accordingly.

REBONFAMIL R. BAGUIO
Assistant Regional Director
Concurrent, Officer-in-Charge
Office of the Schools Division Superintendent



Accntng/mlmq
FN: *timeliness for submission of travel claims*



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