



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

13 Jan 2025

DIVISION MEMORANDUM
SGOD-2025-010

SUBMISSION OF DOCUMENTS FOR TEACEP TRAVELLING REIMBURSEMENT

To: Assistant Schools Division Superintendent
Public Schools District Supervisors Concerned
Public Elementary and Secondary School Heads Concerned

1. In relation to Region Memorandum CLMD-2024-395 titled Participants in the Regional Training on Literacy and Numeracy, all participants are reminded to submit documents for travelling reimbursement incurred during the conduct of said activity on November 13-22, 2024.
2. Concerned personnel must ensure that their reimbursement documents are submitted with complete attachments, signed by authorized signatories, and received by the Records Unit before being forwarded to the Human Resource Development Section (HRDS). The said office shall then forward the documents to the finance sections for processing.
3. See enclosed list of travelling reimbursement documentary requirements.
4. Deadline of submission is on January 31, 2025.
5. For inquiries, contact Rehane P. Sambuto at 09385540626.
6. For the information and guidance of all concerned.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

FUNDS

RPS/SGOD-HRDS/MLA – submission of documents for teacep travelling reimbursement
0056/13 January 2025



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Travelling Reimbursement Requirements

1. Itinerary of Travel
2. Authority to Travel
3. Certificate of Appearance
4. CENRR (if applicable)
5. RER (if applicable)
6. Receipts and/or tickets, boarding pass- bus, taxi, plane, etc. (if applicable)
7. Certificate or travel completed
8. Memorandum/letter/advisory
9. Narrative report