



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

March 21, 2019

DIVISION MEMORANDUM

No. 198, s. 2019

TO: ALL PSDS
ALL CLUSTERED BOOKKEEPERS
ALL HEALTH PERSONNEL
ALL DRIVERS
ALL OTHERS CONCERNED

SUBJECT: DEADLINE FOR SUBMISSION OF TRAVEL/MOBILE LOAD
CLAIMS AND SCHOOL MOOE REQUESTS

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As discussed during the DMEA held at Royal Suites Inn last January 23-25, 2019, you are hereby reminded to observe the deadline of submission of the following:

- a. **Local Travels claims of the month**(travels within Negros Oriental Division) – every 10th of the succeeding month;
- b. **Travels claims of the month outside the division** - every 10th of the succeeding month;
- c. **Mobile Telephone Loads reimbursement of the month** - every 10th of the succeeding month;
- d. **School MOOE Downloading of the month** - every 15th of the month;

For the month of December, the deadline for travel and mobile load reimbursements is on the 3rd Friday of December. Submission of said claims after the set deadlines will not be honored.

Please be guided accordingly.

WILFREDA D. BONGALOS, CESO V
Schools Division Superintendent

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