



Republic of the Philippines  
Department of Education  
Region I  
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

DM-2023-056

To: Heads of Public Elementary and Secondary Schools Non-IUs (NIUs)  
All Others Concerned

Subject: **CLARIFICATION ON REIMBURSEMENTS OF NIUs AND OTHER MATTERS**

From: Schools Division Superintendent

Date: January 30, 2023

1. With reference to Item 2 of Audit Observation Memorandum AOM No. SDOAC 2022-010(21) dated March 10, 2022, which states that **"Disbursements amounting to P447,489.94 and P647,747.93 were not paid directly to suppliers/service provider and laborers/claimant but were paid through reimbursement and cash advances, respectively by the Concerned School Heads of NIUs which is contrary to Section 2 of COA Circular No. 97-002 and Section 93 of P.D. 1445"**, thus, directing the School Heads to issue checks directly for payment of its utility service providers, suppliers and contract labor/pakyaw except in cases where needed items are extremely necessary and urgent which cannot be conveniently be paid by check and instruct the School Heads to stop the practice of procuring goods and services through reimbursement basis or cash advance, unless the item /service is petty in nature and to stop the practice of preparing DVs and drawing checks under the names of proprietors and/or other persons.
2. In view of this, unavoidable reimbursements shall be named to faculty club treasurer except those personal in nature i.e. travelling expenses, load allowance, otherwise, liquidation folders won't be approved for submission to the Commission On Audit. School Heads are encouraged to strategize on how to facilitate this without interrupting class hours.
3. For purposes of travel reimbursement, approved Annex A - Travel Authority For Official Local Travel (Official Business) and signed Revised Annex E - Locator Slip (Official Time) of DepEd Order No. 043, s. 2022 & DepEd Order No. 046, s. 2022 shall be used together with other supporting documents. Attached is the Annex A and Revised Annex E for your easy reference.
4. Downloading of funds shall only be processed once previous month's downloading is liquidated, meaning three copies of signed folders submitted to the Accounting Office.

***With hundred reasons to serve!***



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan  
Telephone Number: (075) 205 - 0644  
Website: [depedalaminocity.com](http://depedalaminocity.com)  
Email Address: [alaminos.city@deped.gov.ph](mailto:alaminos.city@deped.gov.ph)



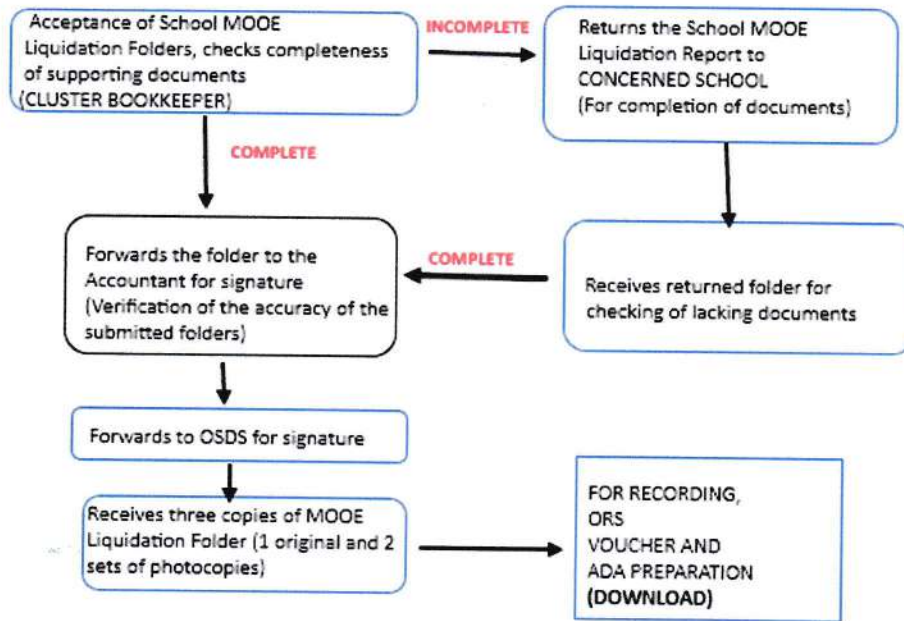


Republic of the Philippines  
**Department of Education**

Region I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

**Office of the Schools Division Superintendent**



5. Furthermore, with reference to the DepEd Order No. 002, s. 2023 dated January 17, 2023 AMENDMENT TO DEPED ORDER NO. 017, S. 2019, for uniformity of implementation effectivity for SDO Alaminos City is beginning February 01, 2023.
6. For immediate dissemination and strict compliance off all concerned.

**VIVIAN LUZ S. PAGATPATAN PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

***With hundred reasons to serve!***



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan  
Telephone Number: (075) 205 - 0644  
Website: [depedalaminoscity.com](http://depedalaminoscity.com)  
Email Address: [alaminos.city@deped.gov.ph](mailto:alaminos.city@deped.gov.ph)



**ANNEX A**



No.: \_\_\_\_\_

**Republic of the Philippines  
Department of Education**

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>NAME</b>	
<b>Position/Designation</b>	
<b>Permanent Station</b>	
<b>Purpose of Travel</b> (must be supported by attachments)	
<b>Host of Activity</b>	
<b>Inclusive Dates</b>	
<b>Destination</b>	
<b>Fund Source</b>	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
_____	_____
Name and Signature of Requesting Employee	Date
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i>	
_____	_____
Name and Signature of Recommending Authority	Date
<b>APPROVED</b>	
_____	_____
Name and Signature of Approving Authority	Date

*agm*

**REVISED ANNEX E**



**Republic of the Philippines**  
**Department of Education**

**LOCATOR SLIP**

<b>NAME</b>		
<b>Position/Designation</b>		
<b>Permanent Station</b>		
<b>Purpose of Travel</b> (must be supported by attachments)		
<b>Please Check</b>	<input type="checkbox"/> Official Business	<input type="checkbox"/> Official Time
<b>Date and Time</b>		
<b>Destination</b>		
<hr/> Signature of Requesting Employee		<hr/> Signature of Head of Office

**CERTIFICATION**

To the concerned:

This is to certify that the above-named DepEd official/personnel has visited or appeared in this Office/place for the purpose and during the date and time stated above.

Name and Signature:  
Position/Designation:  
Office: