



Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
 SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division  
 Superintendent**

**10 MAY 2023**

**DIVISION MEMORANDUM**

**No. 273 s. 2023**

**GUIDELINES ON THE REIMBURSEMENT OF TRAVEL EXPENSES FOR THE  
 2023 PALARONG PAMPOOK**

**To: Public Schools District Supervisors/District-in-Charge  
 All Elementary and Secondary School Heads  
 District Sports Coordinators  
 NMRAA MEET Qualified Coaches  
 All Others Concerned**

1. Pursuant to Regional Memorandum No. 205, s. 2023 titled Administrative Notes on the Schedule of Activities and Other Expenses for the Conduct of 2023 *Palarong Pampook*, Division Memorandum No. 224, s. 2023 titled List of Division Sports Officials and Technical Working Committee to the 2023 NMRAA MEET (*Palarong Pampook*) and Division Memorandum No. 226, s. 2023 titled Corrigendum to Division Memorandum No. 191, s. 2023, this Office informs the concerned of the **Guidelines on the Reimbursement of Travel Expenses:**

a. **NMRAA MEET Qualified Coaches** (Please refer to enclosure of RM No. 197, s. 2023 titled Final List of Technical Officials, Billeting Quarters, Assignment and Other Important Matters for the 2023 Regional Athletic Association Meet (*Palarong Pampook*)) are entitled to the following reimbursements:

Cluster 1: Lanao del Norte

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	P540	P360
Day/s before Event Proper, if applicable		N/A	N/A	P540	P360
April 21	Event Proper	N/A	N/A	N/A	N/A
April 22		N/A	N/A	N/A	N/A
April 23		N/A	N/A	N/A	N/A
April 24	Travel to Station	Actual Fare	N/A	P540	P360

<sup>1</sup> Only actual fare from permanent official station to the division office can be claimed. Hired vehicles (courtesy of the division office) were used to travel from the division office to venue.  
<sup>2</sup> Billeting quarters were provided by the host schools.

Cluster 2: El Salvador City

i. *Permanent official station to destination is beyond 50 km.*

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	P540	P360



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Day/s before Event Proper, if applicable		N/A	N/A	P540	P360
April 28	Event Proper	N/A	N/A	N/A	N/A
April 29		N/A	N/A	N/A	N/A
April 30		N/A	N/A	N/A	N/A
May 1	Travel to Station	Actual Fare	N/A	P540	P360

<sup>1</sup> Only actual fare from permanent official station to the division office can be claimed. Hired vehicles (courtesy of the division office) were used to travel from the division office to venue.

<sup>2</sup> Billeting quarters were provided by the host schools.

ii. *Permanent official station to destination is 50 km. or less.*

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	P540	N/A <sup>3</sup>
Day/s before Event Proper, if applicable		N/A	N/A	P540	N/A
April 28	Event Proper	N/A	N/A	N/A	N/A
April 29		N/A	N/A	N/A	N/A
April 30		N/A	N/A	N/A	N/A
May 1	Travel to Station	Actual Fare	N/A	P540	N/A

<sup>1</sup> Only actual fare from permanent official station to the division office can be claimed. Hired vehicles (courtesy of the division office) were used to travel from the division office to venue.

<sup>2</sup> Billeting quarters were provided by the host schools.

<sup>3</sup> Per DO No. 22, s. 2019, government personnel cannot claim Incidental if the distance from his/her permanent official station to the destination is not beyond 50 km.

### Cluster 3: Camiguin

i. *Permanent official station to destination is beyond 50 km.*

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	P540	P360
Day/s before Event Proper, if applicable		N/A	N/A	P540	P360
May 5	Event Proper	N/A	N/A	N/A	N/A
May 6		N/A	N/A	N/A	N/A
May 7		N/A	N/A	N/A	N/A
May 8	Travel to Station	Actual Fare	N/A	P540	P360

<sup>1</sup> Only actual fare from permanent official station to the division office can be claimed. Hired vehicles (courtesy of the division office) were used to travel from the division office to venue.

<sup>2</sup> Billeting quarters were provided by the host schools.

ii. *Permanent official station to destination is 50 km. or less.*

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	P540	N/A <sup>3</sup>
Day/s before Event Proper, if applicable		N/A	N/A	P540	N/A
May 5	Event Proper	N/A	N/A	N/A	N/A
May 6		N/A	N/A	N/A	N/A
May 7		N/A	N/A	N/A	N/A



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May 8	Travel to Station	Actual Fare	N/A	P540	N/A
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<sup>1</sup> Only actual fare from permanent official station to the division office can be claimed. Hired vehicles (courtesy of the division office) were used to travel from the division office to venue.

<sup>2</sup> Billeting quarters were provided by the host schools.

<sup>3</sup> Per DO No. 22, s. 2019, government personnel cannot claim Incidental if the distance from his/her permanent official station to the destination is not beyond 50 km.

- b. **Sports Officials** (Please refer to enclosure of DM No. 224, s. 2023 titled List of Division Sports Officials and Technical Working Committee to the 2023 NMRAA Meet (*Palarong Pampook*)) are entitled to the following reimbursements:

Cluster 1: Lanao del Norte

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	P540	P360
Day/s before Event Proper, if applicable		N/A	N/A	P540	P360
April 21	Event Proper	N/A	N/A	P540	P360
April 22		N/A	N/A	P540	P360
April 23		N/A	N/A	P540	P360
April 24	Travel to Station	Actual Fare	N/A	P540	P360

<sup>1</sup> Only actual fare from permanent official station to the division office can be claimed. Hired vehicles (courtesy of the division office) were used to travel from the division office to venue.

<sup>2</sup> Billeting quarters were provided by the host schools.

Cluster 2: El Salvador City

- i. *Permanent official station to destination is beyond 50 km.*

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	P540	P360
Day/s before Event Proper, if applicable		N/A	N/A	P540	P360
April 28	Event Proper	N/A	P540	P540	P360
April 29		N/A	P540	P540	P360
April 30		N/A	P540	P540	P360
May 1	Travel to Station	Actual Fare	P540	P540	P360

<sup>1</sup> Only actual fare from permanent official station to the division office can be claimed. Hired vehicles (courtesy of the division office) were used to travel from the division office to venue.

<sup>2</sup> Billeting quarters were provided by the host schools.

- ii. *Permanent official station to destination is 50 km. or less.*

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	P540	N/A <sup>3</sup>
Day/s before Event Proper, if applicable		N/A	N/A	P540	N/A
April 28	Event Proper	N/A	N/A	P540	N/A
April 29		N/A	N/A	P540	N/A
April 30		N/A	N/A	P540	N/A



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May 1	Travel to Station	Actual Fare	N/A	P540	N/A
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<sup>1</sup> Only actual fare from permanent official station to the division office can be claimed. Hired vehicles (courtesy of the division office) were used to travel from the division office to venue.

<sup>2</sup> Billeting quarters were provided by the host schools.

<sup>3</sup> Per DO No. 22, s. 2019, government personnel cannot claim Incidental if the distance from his/her permanent official station to the destination is not beyond 50 km.

### Cluster 3: Camiguin

#### *i. Permanent official station to destination is beyond 50 km.*

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	P540	P360
Day/s before Event Proper, if applicable		N/A	N/A	P540	P360
May 5	Event Proper	N/A	N/A	P540	P360
May 6		N/A	N/A	P540	P360
May 7		N/A	N/A	P540	P360
May 8	Travel to Station	Actual Fare	N/A	P540	P360

<sup>1</sup> Only actual fare from permanent official station to the division office can be claimed. Hired vehicles (courtesy of the division office) were used to travel from the division office to venue.

<sup>2</sup> Billeting quarters were provided by the host schools.

#### *ii. Permanent official station to destination is 50 km. or less.*

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	P540	N/A <sup>3</sup>
Day/s before Event Proper, if applicable		N/A	N/A	P540	N/A
May 5	Event Proper	N/A	N/A	P540	N/A
May 6		N/A	N/A	P540	N/A
May 7		N/A	N/A	P540	N/A
May 8	Travel to Station	Actual Fare	N/A	P540	N/A

<sup>1</sup> Only actual fare from permanent official station to the division office can be claimed. Hired vehicles (courtesy of the division office) were used to travel from the division office to venue.

<sup>2</sup> Billeting quarters were provided by the host schools.

<sup>3</sup> Per DO No. 22, s. 2019, government personnel cannot claim Incidental if the distance from his/her permanent official station to the destination is not beyond 50 km.

- c. **Office Personnel** consists of **Delegation Officials, Technical Working Committee** (Please refer to enclosure of DM No. 224, s. 2023) and **Documentation Committee** (Please refer to enclosure of DM No. 246, s. 2023). They are entitled to the following reimbursements:

### Cluster 1: Lanao del Norte

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		N/A <sup>1</sup>	N/A <sup>2</sup>	P540	P360
Day/s before Event Proper, if applicable		N/A	N/A	P540	P360



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April 21		N/A	N/A	N/A	N/A
April 22	Event Proper	N/A	N/A	N/A	N/A
April 23		N/A	N/A	N/A	N/A
April 24	Travel to Station	Actual Fare	N/A	P540	P360

<sup>1</sup> Hired vehicles (courtesy of the division office) were used to travel from the division office to venue.

<sup>2</sup> Billeting quarters are provided by host schools.

### Cluster 2: El Salvador City

iii. *Permanent official station to destination is beyond 50 km.*

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	540.00	360.00
Day/s before Event Proper, if applicable		N/A	N/A	540.00	360.00
April 28	Event Proper	N/A	N/A	N/A	N/A
April 29		N/A	N/A	N/A	N/A
April 30		N/A	N/A	N/A	N/A
May 1	Travel to Station	Actual Fare	N/A	540.00	360.00

<sup>1</sup> Sports Official cannot claim transportation if he/she rode on any DepEd vehicles.

<sup>2</sup> Billeting quarters are provided by host schools.

iv. *Permanent official station to destination is 50 km. or less.*

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	540.00	N/A <sup>3</sup>
Day/s before Event Proper, if applicable		N/A	N/A	540.00	N/A
April 28	Event Proper	N/A	N/A	N/A	N/A
April 29		N/A	N/A	N/A	N/A
April 30		N/A	N/A	N/A	N/A
May 1	Travel to Station	Actual Fare	N/A	540.00	N/A

<sup>1</sup> Sports Official cannot claim transportation if he/she rode on any DepEd vehicles.

<sup>2</sup> Billeting quarters are provided by host schools.

<sup>3</sup> Per DO No. 22, s. 2019, government personnel cannot claim Incidental if the distance from his/her permanent official station to the destination is not beyond 50 km.

### Cluster 3: Camiguin

iii. *Permanent official station to destination is beyond 50 km.*

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	540.00	360.00
Day/s before Event Proper, if applicable		N/A	N/A	540.00	360.00
May 5	Event Proper	N/A	N/A	N/A	N/A
May 6		N/A	N/A	N/A	N/A
May 7		N/A	N/A	N/A	N/A
May 8	Travel to Station	Actual Fare	N/A	540.00	360.00



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<sup>1</sup> Sports Official cannot claim transportation if he/she rode on any DepEd vehicles.

<sup>2</sup> Billeting quarters are provided by host schools.

iv. *Permanent official station to destination is 50 km. or less.*

Date	Particulars	Transportation	Daily Travel Expenses (DTE)		
			Lodging	Meals	Incidental
Day of Travel/Arrival		Actual Fare <sup>1</sup>	N/A <sup>2</sup>	540.00	N/A <sup>3</sup>
Day/s before Event Proper, if applicable		N/A	N/A	540.00	N/A
May 5	Event Proper	N/A	N/A	N/A	N/A
May 6		N/A	N/A	N/A	N/A
May 7		N/A	N/A	N/A	N/A
May 8	Travel to Station	Actual Fare	N/A	540.00	N/A

<sup>1</sup> Sports Official cannot claim transportation if he/she rode on any DepEd vehicles.

<sup>2</sup> Billeting quarters are provided by host schools.

<sup>3</sup> Per DO No. 22, s. 2019, government personnel cannot claim Incidental if the distance from his/her permanent official station to the destination is not beyond 50 km.

2. **Reimbursements** by the **NMRAA MEET Qualified Coaches and Sports Officials** shall be charged to the **School MOOE** while **reimbursements** from **Office Personnel** shall be charged to the **Division MOOE/Provincial SEF** subject to the usual accounting and auditing rules and regulations.

Office Personnel shall submit to the OSDS-Finance Section their reimbursement claims.

3. For your information, guidance, and strict compliance.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:

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