



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City



June 8, 2016

DIVISION MEMORANDUM

No. 238 s. 2016

**TO : District Property Custodians
Public Schools District Supervisors**

FROM: CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent *Cherry*

**Re: GUIDELINES ON THE REIMBURSEMENT OF TRANSPORTATION
EXPENSES FOR THE DELIVERY OF THE CENTRALLY
PROCURED ELEMENTARY LEARNING RESOURCES IN FY 2015**

1. Per Approved Memorandum from the Bureau of Learning Resources dated April 11, 2016 re: Request to Download the Distribution of Funds to the Division Offices re Learning Resources Centrally Procured and the Sub-Allotment Release Order No. OSEC-10-16-1872 received on May 18, 2016, this office will subsidize to cover the **actual expenses** incurred in transporting the centrally procured elementary learning resources from the district offices to the elementary schools **FY 2015**.
2. The distribution of fund allotted for the elementary learning resources (i.e., Kinder Activity Sheets, Learner's Materials and Teacher's Guides) procured by the DepEd Central Office is one peso and fifty centavos (P 1.50) per copy for the delivery from district office to elementary schools.
3. The schools located near the district office shall not incur transportation cost while schools in hard-to-reach areas may need more than the allotted funds per material.
4. The mode of payment shall be through a reimbursement scheme with the acceptable supporting documents as follows:
 - a) Disbursement Voucher
 - b) Obligation Request
 - c) Travel Order
 - d) Travel Memorandum
 - e) Bus or analogous means of transportation ticket
 - f) Itinerary of Travel
 - g) Reimbursement Expense Receipt
 - h) Certificate of Travel Completed
 - i) Accomplishment Report
5. Immediate dissemination of this memorandum is desired.

CLL/egpc