



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Negros Oriental

**Office of the Schools Division  
Superintendent**

12 DEC 2023

DIVISION MEMORANDUM  
No. 883, s. 2023

**DEADLINE ON THE SUBMISSION OF TRAVEL EXPENSES FOR REIMBURSEMENT**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District-In-Charge  
Public Elementary/Secondary Schools Administrators  
District Bookkeepers  
All others concerned

1. All concerned is hereby informed that the deadline for the submission of travel expenses for reimbursement is set on **December 18, 2023**.
2. This memorandum shall apply to travel expenses charged to Division MOOE and other sources of funds downloaded to the Division Office.
3. This is to provide ample time for the Finance Unit to process the reimbursements before the year ends.
4. Should you have questions or inquiries regarding this matter, kindly contact directly the Finance Unit.
5. This is for your guidance and compliance.

**NERIC C. OJASTRO, EdD, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

12/12/23

NCO/JMA-MKP-NLR/FINANCE/M/PP  
December 11, 2023



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