



ACCT-4114

Republic of the Philippines
Department of Education
REGION VI- WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM
No. 081, s. 2025

February 4, 2025

**UPDATES ON REQUEST FOR CASH ADVANCE AND PLANE TICKET
BOOKING FOR OFFICIAL TRAVEL**

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
PSDS
School Heads
All Other Division Personnel Concerned

1. This is to update the office guidelines on travel for cash advance and airplane ticket booking per issued Office Memorandum No. 02, s.2023 dated January 26, 2023 entitled "*Request for Cash Advance and Its Subsequent Liquidation*" and Division Memorandum No. 253, s.2022 dated May 20, 2022 entitled "*Booking and Payment of Plane Tickets for Official Travel*".
2. All are hereby informed that **Cash Advance for use in official travel shall only be allowed at the amount of the airplane tickets** for travel requiring airplane as viable mode of transport **and the amount of registration and/or related fees** that shall be required to be paid before attending conventions, seminars, conferences, symposia, and other similar gatherings, subject to availability of funds. Any other actual travelling expenses that may be incurred during official travel shall be subject to reimbursement upon return to the official station/office.
3. Furthermore, the booking and payments of **airplane ticket booking and payment shall no longer be catered by the Accounting office** as the procurement process is beyond its office functions. Instead, the travelling employee as the accountable person shall secure his/her airplane ticket and ensure that the most economical and efficient airfare ticket schedule is procured by providing the printed copy or screen shot of at least three (3) airfare schedules showing that the selected/procured airfare ticket is the least and/or equal among others.
4. The same required supporting document in requesting for travel cash advance should be submitted to the Accounting office **at least five (5) working days before the scheduled departure date** to provide ample time as to checking/validation, endorsement and approval, issuance of obligation, and allocation of cash requirement before disbursement:

- Itinerary of Travel form with estimated claims for travel expenses
- Copy of approved Travel Authority for Official Travel



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- Copy of Signed Memo/Letter/Order/Invitation or other communication relevant to the DepEd or Non-DepEd activity/event indicating the requesting personnel is being invited as a participant/guest/resource person/ lecturer or visitor; and
 - Certification from the Accounting unit that the previous cash advance has been liquidated.
5. All other guidelines set forth on Office Memorandum No. 02, s.2023 shall be deemed in effect and shall be observed.
6. Widest and immediate dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
OIC- Schools Division Superintendent

Encl: As stated
Reference: Division Memo No. 253, s.2022 dated May 20, 2022; Office Memo No. 02, s.2023 dated Jan. 26, 2023
To be indicated in the Perpetual Index
under the following subjects:
office memo

Accounting 2/4/2025



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