



ACCT-4117

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

DIVISION MEMORANDUM  
 No. 083, s. 2025

February 4, 2025

**GUIDELINES ON SIGNATORIES FOR OFFICIAL TRAVEL AUTHORITY  
 FORM AND ITINERARY OF TRAVEL FOR REIMBURSEMENT**

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

1. In reference to Annex C to Deped Order No. 001, s.2023 titled Revised Signing Authorities concerning Administrative Matters for Official Local Travel, the field is hereby reminded of the authorized signatories for the **Authority to Travel Form** for local travel as shown below:

OFFICE / POSITION	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
<b>Division Personnel</b>		
SDS	None	RD (for destinations outside Division only)
ASDS	SDS (for destinations <b>outside</b> Division only) None (for destination within the Division)	<b>RD</b> (for destinations <b>outside</b> Division only) <b>SDS</b> (for destinations within the Division)
Division Chief and below including PSDS	ASDS	<b>SDS</b>
<b>School Personnel</b>		
School Head (SH) <i>(for destination <b>within and outside</b> the Division)</i>	<b>ASDS</b>	<b>SDS</b>
Teaching Personnel, and Non-teaching personnel <i>(for destination within the Division)</i>	None	SH
Teaching Personnel, and Non-teaching personnel <i>(for destination <b>outside</b> the Division)</i>	SH	<b>SDS</b>

2. Anent to this, the related **Itinerary of Travel** (IoT) *(please see Annex A for the standard form of IoT and instructions in filling up the form based on Government Accounting Manual (GAM) Vol. II Appendix 45)* in the claim for reimbursement of travel expenses incurred on the official local travel of Division Personnel and School Personnel wherein Authority to Travel was signed as approved by the Schools Division Superintendent (SDS), shall also have the SDS



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as the Approver of IoT and the Immediate Supervisor of the personnel going on travel shall certified the IoT.

3. Accounting office shall conduct initial checking and validation of travelling expenses claimed on submitted IoT of schools and division personnel before approval of SDS.
4. There shall be no discrimination in the implementation of this Memorandum on account of age, school, gender, civil status, disability and religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
5. Widest and immediate dissemination of this Memorandum is desired.

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



Encl: As stated  
Reference: GAM for NGA Vol.II Appendix 46; DepEd Order No. 001, s.2023; DepEd Order No. 008, s.2021; DepEd Order No.022, s.2019  
To be indicated in the Perpetual Index  
under the following subjects:  
office memo

Accounting 2/4/2025



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**"ANNEX A"**

Appendix 45

**ITINERARY OF TRAVEL**

Entity Name : \_\_\_\_\_ No.: \_\_\_\_\_  
 Fund Cluster: \_\_\_\_\_

Name : _____	Date of Travel : _____
Position : _____	Purpose of Travel : _____
Official Station : _____	_____

Date	Places to be visited (Destination)	T I M E		Means of Transportation	Transpor- station	Per Diem	Others	Total Amount
		Departure	Arrival					

TOTAL \_\_\_\_\_ as follows:

I certify that : (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.	Prepared by : _____ Signature over Printed Name
_____ Signature over Printed Name Immediate Supervisor	Approved by: _____ _____ Signature over Printed Name Agency Head/Authorized Representative

# ITINERARY OF TRAVEL (IoT)

## INSTRUCTIONS

A. This form shall be used by the official/employee of the agency/entity making the travel to show the detailed itinerary of travel before and after the travel and shall be attached to all claims for traveling expenses (cash advance for travel and actual expenses). This shall be prepared by fund cluster.

B. It shall be accomplished as follows:

1. **Entity Name** – name of the agency/entity
2. **Fund Cluster** – the fund cluster name/code in accordance with the UACS
3. **No.** – number assigned to the IoT by the Administrative/Travel Unit
4. **Name** – name of the official/employee going on travel
5. **Position** – position of the official/employee going on travel
6. **Official Station** – the official station of the official/employee going on travel
7. **Date of Travel** – schedule of travel
8. **Purpose of Travel** – purpose of travel based on the approved travel order
9. **Date** – schedule of activities to be performed during the travel
10. **Places to be visited** – places where the activities are to be performed
11. **Time** – time of departure from and arrival to places to be visited
12. **Means of Transportation** – means of transportation to be used such as plane, taxi, etc.
13. **Transportation** – amount of transportation expenses
14. **Per Diem** – amount of allowable traveling expense for subsistence and lodging
15. **Others** – amount of other allowable expenses to be incurred/incurred during the travel
16. **Total Amount** – total of transportation expense, per diem and other expenses
17. **Total** – vertical total of 'Total Amount' column

C. The "Prepared by" portion of the IoT shall indicate the printed name of, and be signed by the official/employee going on travel.

D. The IoT shall be certified by the Immediate Supervisor of the official/employee going on travel, as follows:

*"I certify that (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.*

*Signature over Printed Name  
Immediate Supervisor"*

E. The "Approved by" portion of the IoT shall indicate the printed name of, and be signed by the Head of Agency or his/her Authorized Representative.