



Republic of the Philippines  
Department of education  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF SAGAY CITY

Aug 05, 2025

**DIVISION MEMORANDUM**

No. **462**, s. 2025

**GUIDELINES ON TRANSPORTATION CLAIMS FOR OFFICIAL LOCAL  
TRAVEL OF SCHOOL AND DIVISION PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors – SGOD and CID  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Executive Order No. 77, s. 2019, which prescribes the rules, regulations, and rates of expenses and allowances for official local and foreign travel of government personnel, and in accordance with the internal guidelines of the Department of Education as outlined in DepEd Order No. 022, s. 2019; No. 043, s. 2022; and No. 046, s. 2022, the prescribed mode of transportation for official local travel shall be the most economical and efficient.
2. As a general rule, only ordinary public conveyance or customary modes of transportation shall be utilized. In cases where a private vehicle is used, reimbursement for gasoline or fuel expenses shall not be allowed; instead, only the equivalent cost of the customary mode of transportation shall be granted.
3. As government personnel engaged in official travel, it is imperative to exercise prudence, sound judgment, and due diligence in incurring transportation expenses.
4. In light of the ongoing travel and training directives issued by regional and central offices, this Division has received and processed numerous travel itineraries submitted for reimbursement and are chargeable to Division MOOE budget. Upon review, it has been observed that the fare rates for van and bus transportation to and from certain destinations vary considerably. Notably, some claims reflect charges that are up to twice the standard cost typically associated with customary modes of transport.
5. Accordingly, any Itinerary of Travel (IoT) submitted to the Division for approval that includes transportation claims for bus and van exceeding the cost of the customary mode of transportation - regardless of being supported by official receipts or invoices - shall be subject to adjustment. Such claims shall be reduced to the estimated cost of standard commute fare for a public utility vehicle, unless duly justified and pre-approved IoT is presented in accordance with existing guidelines.



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6. As of mid-year, the Division's MOOE budget allotment for travel expenditures has been fully exhausted, thereby impacting the prioritization of other expenditure items. In view of this, all official travel to Cebu City is recommended to use land transportation. Exceptions may be granted only in justifiable and compelling cases, wherein the traveling employee must secure a pre-approved Itinerary of Travel (IoT) indicating that air travel is the most efficient and necessary mode of transportation. This guideline shall be implemented effective August 2025 and shall likewise apply to all official travel undertaken by school personnel within this Division.
7. Compliance with this policy is expected to ensure prudent utilization of limited travel funds and alignment with existing budgetary constraints.
8. 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.
9. Widest and immediate dissemination of, and strict compliance with, this Memorandum is hereby advised.

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



Encl: none  
Reference: EO 77; DO No. 022, s.2019; DO No. 043, s.2022; DO No. 046, s.2022  
To be indicated in the Perpetual Index  
under the following subjects:  
memo

Accounting 7/10/2025



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