



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

March 2, 2023

DIVISION MEMORANDUM

No. **0102** s. 2023

DEADLINE FOR SUBMISSION OF LOAD AND TRAVEL CLAIM

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Program Coordinators
SDO Section Heads
Elementary/Secondary School Principals/School Heads
Teaching and Non-teaching Personnel
All Others Concerned

1. To facilitate the early processing and release of load and travel reimbursement claims, the Division Office hereby announces the deadline for submission of all Load and Travel Claims **every 10th day of the following month.**
2. Preferably, load and travel reimbursement claims should be submitted to the Internal Audit Section on a monthly basis, but a claimant may opt to submit on a quarterly basis provided it will be submitted **on or before the 10th day of the month following the end of the quarter.** Claims for the quarter that are submitted late will no longer be entertained and processed.
3. Financial claims for the last quarter of the year are to be submitted no later than December 31 or on or before the deadline provided in a memo that will be released.
4. **Strict compliance** and immediate and wide dissemination of this memorandum are hereby directed.


BIANITO A. DAGATAN EdD CESO V
Schools Division Superintendent 



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**Behold...
BOHOL**