



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol



July 9, 2024

DIVISION MEMORANDUM
No. **317**, s. 2024

**CORRIGENDUM TO DM NO. 275, s 2024 - SDO BOHOL INTERNAL GUIDELINES ON
THE SUBMISSION OF TRAVEL EXPENSES LIQUIDATION AND TRAVEL EXPENSES
REIMBURSEMENT CLAIMS**

To: Public Schools District Supervisors
School Principals/Heads
Administrative Officers II
Senior Bookkeepers
All Others Concerned

1. Relative to DM No. 275 s, 2024 dated June 11, 2024 this office disseminates the authorized signatories of the Authority to Travel (**ANNEX A**) and the correction in the process flow (**ANNEX B**).
2. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.


CASIANA P. CABERTE PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent 

EML/ASDS/OFFICE/INITIALS OF THE HEAD/initials of the encoder



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AUTHORIZED SIGNATORIES

TRAVEL ORDER				
	W/IN DIVISION		OUTSIDE DIVISION	
POSITION	Recommending Approval	Approval	Recommending Approval	Approval
SDS	n/a	n/a	n/a	Regional Director
ASDS	n/a	n/a	Div. Superintendent	Regional Director
DIVISION CHIEF				
CID	Asst. Div. Superintendent	Div. Superintendent	Asst. Div. Superintendent	Div. Superintendent
SGOD	Asst. Div. Superintendent	Div. Superintendent	Asst. Div. Superintendent	Div. Superintendent
PSDS	Asst. Div. Superintendent	Div. Superintendent	Asst. Div. Superintendent	Div. Superintendent
MEDICAL OFFICER	Asst. Div. Superintendent	Div. Superintendent	Asst. Div. Superintendent	Div. Superintendent
MEDICAL/DENTAL PERSONNEL	Asst. Div. Superintendent	Div. Superintendent	Asst. Div. Superintendent	Div. Superintendent
TEACHING/ NON-TEACHING PERSONNEL				
Division Office	Asst. Div. Superintendent	Div. Superintendent	Asst. Div. Superintendent	Div. Superintendent
District	School Head/District Supervisors	Div. Superintendent	Asst. Div. Superintendent	Div. Superintendent

LOCATOR SLIPS		
POSITION	Recommending Approval	Approval
PSDS	n/a	Div. Superintendent
SCHOOL HEADS	n/a	District Supervisors
MEDICAL/DENTAL PERSONNEL	Medical Officer	Div. Superintendent
DISTRICT AO II / BOOKKEEPERS	n/a	District Supervisors
SCHOOLS BASED DISBURSING OFFICERS / IU - BOOKKEEPERS & DISBURSING OFFICERS	n/a	Central School Principals / IU School Principals

PROCESS FLOW FOR TRAVEL REIMBURSEMENT CLAIM SUBMISSION

