



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

Office of the Schools
Division Superintendent

DIVISION MEMORANDUM

No. **181**, s. 2024

February 25, 2025

**INTERNAL GUIDELINES FOR THE CLAIMS OF INCIDENTAL EXPENSES CLAIMS
AND BUS FARE RATE**

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

1. This memorandum is issued to lay out SDO Internal guidelines regarding the claim of Incidental Expenses for official travels related to seminars or similar events and the allowable bus fare rate applicable for the monthly regular travel.
2. Claims for Incidental Expenses in the amount of Three Hundred Sixty Pesos shall be allowed under the following conditions:
 - i. Travel is beyond 50-kilometer from permanent official station / point of origin;
 - ii. Due to limited resources of SDO Bohol, following guidelines shall apply for claiming incidental expenses:
 1. If the seminar venue and accommodation are the same, incidental expense claims can only be made for the day of arrival and the day of return.
 2. If the seminar venue and accommodation is different, incidental expense may be claimed starting on the day of arrival and for each succeeding day until the day of return.
 3. Day of arrival refers to the day before the event starts, while the day of return refers to the day after the event ends. If the personnel arrives and departs earlier and later than the day before and after the event, any expenses incurred during those days will be shouldered by the personnel.
3. For the regular monthly travel, the allowable bus fare rate that can be claimed by the personnel is the rate specified in ANNEX B.



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4. If taking an air-conditioned bus, the personnel must provide a bus ticket but in no case shall the claimable rate be more than the rate provided in Annex B. If there is no bus ticket, the claimable amount is up to the rate for ordinary bus.

5. Further, this memorandum lay outs signatories for the Authority to Travel:

Office/Position	Within the Division		Outside the Division	
	Recommending Authority	Approving Authority	Recommending Authority	Approving Authority
SDO PERSONNEL				
SGOD / CID Chiefs	ASDS	SDS	ASDS	SDS
Below Chiefs including Section Heads and PSDS	Division Chief	SDS	ASDS	SDS
SDO Personnel under Section Heads	Head of Administrative Office	SDS	ASDS	SDS
DISTRICT / SCHOOL PERSONNEL				
School Heads		PSDS	ASDS	SDS
Teaching Personnel		School Heads	ASDS	SDS
Non-teaching Personnel		School Heads / PSDS	ASDS	SDS

6. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.


FAY C. LUAREZ PhDTM, CESO VI
Assistant Schools Division Superintendent



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Annex B

AUTHORIZED PUB GENERAL FARE GUIDE

ITEM	DISTRICT	NO OF	FARES	
		KM	Ordinary Bus	Airconditioned BUS
		(from station)		
1	ALBURQUERQUE	16	32.00	38.00
2	ALICIA	102	195.00	240.00
3	ANDA	112.5	215.00	264.00
4	ANTEQUERA	19	38.00	45.00
5	BACLAYON	10.5	21.00	25.00
6	BALILIHAN	25	49.00	59.00
7	BATUAN	57	110.00	134.00
8	BIEN UNIDO	120	229.50	282.00
9	BILAR	41	79.00	96.00
10	BEUNAVISTA 1	82	157.00	193.00
11	BEUNAVISTA 2	80	153.50	188.00
12	CALAPE	44	85.00	103.00
13	CANDIJAY	95	182.00	223.00
14	CARMEN 1	53.6	103.00	126.00
15	CARMEN 2	53	102.00	125.00
16	CARMEN 3	55.5	107.00	130.00
17	CATIGBIAN	34	66.00	80.00
18	CLARIN	61	117.00	143.00
19	CORELLA	10	20.50	23.50
20	CORTES	9	19.00	21.00
21	DAGOHY	72	138.00	169.00
22	DAUIS	3	15.00	15.00
23	DANAO	72	138.00	169.00
24	DIMIAO	39	76.00	92.00
25	DUERO	75	144.00	176.00
26	GARCIA HERNANDEZ	54	104.00	127.00
27	GUINDULMAN	84.6	162.00	199.00
28	INABANGA North	78	150.00	183.00
29	INABANGA South	72	138.00	169.00
30	JAGNA	62	119.00	146.00
31	JETAFAE 1	92	176.00	216.00
32	JETAFAE 2	101	193.00	237.00
33	LILA	30	58.50	70.50
34	LOAY	19	38.00	45.00
35	LOBOC	25	49.00	59.00
36	LOON NORTH	33	64.00	78.00

ITEM	DISTRICT	NO OF	FARES	
		KM	Ordinary Bus	Airconditioned BUS
		(from station)		
37	LOON SOUTH	27	53.00	63.00
38	MABINI	110	210.50	258.50
39	MABINI HS	108	207.00	254.00
40	MARIBOJOC	15	30.00	35.00
41	PANGLAO	18	36.00	42.00
42	PILAR	76	146.00	179.00
43	PRES. CPG (from Tagbilaran Terminal to Ubay Terminal)	120	229.50	282.00
44	SAGBAYAN	52	100.00	122.00
45	SAN ISIDRO	32	62.00	75.00
46	SAN MIGUEL	86	165.00	202.00
47	SEVILLA	38	74.00	89.00
48	SIERRA BULLONES	72	138.00	169.00
49	SIKATUNA	14	28.00	33.00
50	TALIBON 1	101.2	194.00	238.00
51	TALIBON 2	100	191.50	235.00
52	TRINIDAD 1	98	188.00	230.00
53	TRINIDAD 2	94	180.00	221.00
54	TUGIBON EAST	57	110.00	134.00
55	TUBIGON WEST	54	104.00	127.00
56	UBAY 1	128	245.00	301.00
57	UBAY 2	141	269.00	331.00
58	UBAY 3	111	212.00	261.00
59	VALENCIA	46	89.00	108.00