



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

**Office of the Schools
Division Superintendent**

September 22, 2025

DIVISION MEMORANDUM

No. 649, s. 2025

**CORRIGENDUM TO DM NO. 275 S., 2024 – SDO BOHOL INTERNAL GUIDELINES ON TRAVEL EXPENSES
LIQUIDATION AND TRAVEL EXPENSES REIMBURSEMENT CLAIMS**

To: Assistant Schools Division Superintendent
Chiefs – CID and SGOD
Public Schools District Supervisors
School Principal/Head
Administrative Officers II
District Bookkeepers
All Other Concerned

1. In reference to the existing internal policy on travel expense claims, please be advised of the following amendments, as discussed and presented during the Coordination Meeting with the Non-IU Senior Bookkeepers last September 19-20, 2025, which shall take effect September 29, 2025:
 - a. Claims with incomplete documentation shall automatically be disallowed of the portions that are unsupported. These unsupported amounts will not be processed or reimbursed.
 - b. Lacking required signatures of authorized signatories or incorrect signatories shall be tantamount to a deficient claim that will result to automatic rejection of the claim. These claims shall no longer be processed or reimbursed.
 - c. Above deficient documents shall no longer be returned for compliance; such rejection shall be final in their disallowance or rejection status.
2. It is hereby reiterated that all travel claims shall first be submitted to the Senior Bookkeepers for review and for attachment of the signed checklist. Without the attached checklist, IAS shall not be obligated to accept or process the travel claim documents.
3. By signing the checklist for travel reimbursement claims, it shall be understood that the Senior Bookkeepers have thoroughly reviewed and ensured the supporting documentation is complete and necessary approval signatures have been obtained.
4. Any amount disallowed due to lack of supporting documentation shall be shouldered by the corresponding claimant or the senior bookkeeper, whose oversight or verification failed.
5. Concerned personnel of travel claims received by the Internal Audit Section on or before September 26, 2025, with lacking required documents will be notified. They shall be given seven (7) working days from notice to comply with the lacking requirements. All personnel are requested not to repeatedly follow up with the IAS regarding their submitted claims unless they receive notification of the deficiencies.
6. This corrigendum is intended to strengthen accountability and reduce processing delays.
7. Immediate, wide dissemination, and strict compliance of this memorandum is hereby directed.


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Schools Division Superintendent

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