



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

**Office of the Schools  
Division Superintendent**


October 24, 2025

DIVISION MEMORANDUM  
No. 733, s. 2025

**SUBMISSION OF LACKING SUPPORTING DOCUMENTS FOR TRAVEL  
REIMBURSEMENT CLAIMS**

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

1. It has been observed that several travel reimbursements claim for the ARAL Seminar, K to 12 Curriculum Seminar and other travel claims remain unprocessed due to incomplete supporting documents. While some claimants have already complied after being duly informed, there are still a number who have not yet submitted the required documents.
2. In this regard, all concerned personnel are hereby given five (5) days from the posting of this Memorandum to submit their lacking documents to the Internal Audit Section (IAS) for the proper processing of their travel reimbursement claims.
3. The list of claimants with lacking supporting documents may be accessed through the link below:  
<https://tinyurl.com/TRAVELCLAIMSMONITORING>
4. Please be reminded that failure to comply within the prescribed period shall result in the non-processing of the concerned travel reimbursement.
5. For strict compliance.

  
**FAY C. LUAREZ, EdD, PhD, TM, CESO VI**  
Schools Division Superintendent



Deped Tayo Bohol Division

Address: 0050 Lino Chatto Barangay Cogon,  
Tagbilaran City, Bohol  
Telephone No.: (038) 411-2544  
email Address: [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph)  
[www.depedbohol.org](http://www.depedbohol.org)