



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

July 4, 2022

DIVISION MEMORANDUM
No. 428, s. 2022

AUSTERITY MEASURES TO BE OBSERVED BY THE SCHOOLS DIVISION PERSONNEL

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CID AND SGOD DIVISION CHIEFS
SECTION HEADS
UNIT HEADS
ALL SCHOOLS DIVISION OFFICE PERSONNEL

1. To mitigate the Schools Division Office's (SDO) impending budget deficit caused by commodity, utility, fuel, oil, and lubricant price increases, this SDO had formulated austerity measures to be observed by Schools Division Personnel and adapted within the Schools Division Office's functional divisions.
2. Below are the austerity measures for adaptation:
 - 2.1 Expenses for travel must be incurred from **Official Station** to the point of destination. If the residence, is close to the point of destination, reimbursable travel expenses incurred are from **residence** to place of destination. This will apply to all travels beginning in June 2022, except for training, seminars, and conferences that exceed 50 kilometers. All paid travel expenses incurred in June 2022 will no longer be adjusted and will be considered consummated.
 - 2.2 Maximum of two (2) meal allowances can be provided to each personnel per day for official travels and for training, seminars, and conferences beyond 50 kilometers except where the organizer provides meals.
 - 2.3 Travel reimbursement must be claimed within **two (2) months** from the month of travel, otherwise, it will be pending and subject to the availability of funds. Claims with noted deficiencies must be completed **within 3 days** except when there is a justifiable reason for the delay which the Division Chiefs or Section Heads must certify in writing. Compliance of deficiencies must be completed within the **two (2) months** allowable period for reimbursement of travel expenses, otherwise, it will be pending and subject to the availability of funds.
 - 2.4 For monitoring of schools, the following must be observed:
 - a. Provision of meal allowance for travels **within** Digos City which are charged against the General Management and Supervision (GMS) allocation of the SDO is suspended until further notice. Personnel with separate Program Support Funds may be eligible to claim meal allowance charged against their respective Program Support Funds intended for monitoring and evaluation purposes subject to the availability of funds.
 - b. If possible, monitoring of schools should be properly scheduled to maximize the utilization of funds, hence, all forms of communications, such as but not limited to telephone calls, electronic mails, social media, teleconferencing and videoconferencing or submission of briefs and position papers as an alternative to

Encls: None
References: Austerity Measures
To be indicated in the Perpetual Index under the following subjects:
Travel Reimbursement, use of government vehicle

5 July 2022



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travels, must be explored, provided, these do not compromise the confidentiality of official communications.

- 2.5 To maximize fuel consumption, the following will be observed for the use of government vehicles (Van and Pickup), to wit:
- Minimum of **four (4) passengers** from different sections/divisions with urgent transactions can use the vehicles except when there is a need to bring bulky documents/baggage.
 - Regular trips** to the Regional Office and other destinations within Davao City must be **scheduled** by the Administrative Section and **disseminated** during the Flag Raising Ceremony and Convocation for collective submission of reports.
 - Personnel who use the government vehicles in their official travels must **sign** in the ticket; hence, they cannot claim allowable fare.
 - Non-SDO personnel** are currently prohibited from using official vehicles. They are, however, permitted to use the vehicle on the condition that they shall personally shoulder the driver's travel and fuel expenses.

2.6 Divisions, sections, and units must turn off air conditioning systems for at least **two hours** during business hours (8:00AM-5:00PM). Divisions, sections, and units shall determine their respective schedules based on their convenience, which shall be monitored by Administrative Officer V or his representative. It is suggested that a schedule be posted near the cooling unit for everyone's convenience. If there are visitors, the units' power may not be turned off.

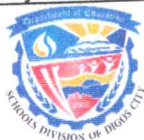
- These measures are for SDO Personnel only. Schools Heads are advised to formulate their respective austerity measures as applicable and practicable.
- Immediate dissemination and compliance are required.

CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
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