



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-444

To : Division Sports Officer
Concerned Public and Private Teachers

Subject : SUBMISSION OF DOCUMENTS DURING TRAVEL FOR 2024
PALARONG PAMBANSA

Date : July 25, 2024

In reference to Regional Memorandum ESSD-2024-309 re: Submission of Documents During Travel for 2024 Palarong Pambansa, the Division Sports Officer and other members of the delegation are directed to submit original supporting documents during the travel to the Palarong Pambansa held in Cebu City. Submission shall be on before July 26, 2024, documents required are Authority to Travel, Itinerary of Travel, Travel Completed Form (Appendix B) and boarding passes of the passengers from Cebu -Davao and vice versa.

Travel and other incidental expenses relative to the submission of documents to the Regional Office shall be charged to school MOOE/local funds, subject to the usual accounting and auditing rules and regulations.

For information and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC - Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION

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DATE: JUL 29 2024 TIME: 1:20 PM

BY: _____

Enclosed: As stated.
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pcard



Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division Office
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Office of the Regional Director

REGIONAL MEMORANDUM

ESSD-2024-309

To : Schools Division Superintendents

Subject: SUBMISSION OF DOCUMENTS DURING TRAVEL
FOR 2024 PALARONG PAMBANSA

Date : July 23, 2024

In compliance with the Commission on Audit (COA) rules and regulations, expenses incurred in any activity done especially for the cash advances shall be liquidated within a certain period of time.

Relative to this, Division Sports Officers and other delegation officials are directed to submit original supporting documents during the travel to the Palarong Pambansa held in Cebu City. Submission shall be on or before **July 26, 2024 (Friday)**, documents required are Authority to Travel, Itinerary of Travel, Travel Completed Form (Appendix B) and boarding passes of the passengers from Cebu - Davao and vice versa.

Travel and other incidental expenses relative to the submission of documents to the Regional Office shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

ROQ3/abi

RV: [Signature]
DATE: July 25, 2024
35093



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