



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF CEBU PROVINCE

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

March 6, 2020

**DIVISION MEMORANDUM**  
No. 107, s. 2020

**MINIMIZATION OF TRAVELING TO THE DIVISION OFFICE**

**TO: Assistant Schools Division Superintendents  
Chiefs, Functional Divisions  
Education Program Supervisors/Coordinators  
Public Schools Division Supervisors (PSDSs)/OICs  
Principal/Heads of Secondary Schools  
Teachers and Non-Teaching Personnel**

1. This office reminds the field, specifically **District Supervisors and School Heads**, to maximize time in the respective workplace more productively. With this, District Supervisors and School Heads are allowed to travel to the Division Office **twice in a month** only, excluding required attendance in Execons and Meetings duly called for in specific & separate memorandum. Hence, release of travel orders & appearances shall be limited based on herein regulation.
2. Based on observations, travel claims consumed a large part of the school MOOE. Please be reminded of DepEd Order No. 8, s. 2019 on allowable expenditure in the MOOE. Further, you are advised to **minimize tasking parents** of financial contributions for projects, test papers, etc.
3. Moreover, there is a need to revisit your SOB/AIP/APP to make sure that government's money is fully and wisely utilized based on priority programs or projects reflected in the approved SOB/AIP/APP.
4. Liquidation of PTA funds must be checked in the way MOOE liquidations are checked and reviewed, supported with necessary documents, such as original OR & other procurement documents.
5. District bookkeepers are allowed to travel to the Division Office three (3) times in a month. With that, School Heads & PSDS may request bookkeepers to bring with them the documents for submission to the division office so that there is no need for them to travel and submit the documents personally.
6. Furthermore, please maximize the use of the Division Online Request and Tracking System (ORTS) to minimize time in going to the Division office for requests/queries and initial transactions.
7. Arrangement on who will travel to the Division Office for necessary submissions, shall be done by and among PSDS, School Heads and District Bookkeepers. All other staff, such as ADAS II-SHS, ADAS II-Disbursing, etc., may travel **once a month only**, provided that they must come to the division bringing other documents for submission from Teachers, School Heads, District Supervisor, etc., to maximize the time consumed. This is to avoid travelling to the Division office with only one/single transaction.
8. Wide dissemination of this memorandum is desired.

  
**MARILYN S. ANDALES, ED.D., CESO V**  
Schools Division Superintendent



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