

MEMORANDUM

TO: Public Schools District Supervisors
Elementary and Secondary School Heads

FROM: *for* DR. ROMMEL C. BAUTISTA, CESO VI
Schools Division Superintendent (SDS)

SUBJECT: FORMULATION OF UNIFORM TRANSPORTATION/FARE MATRIX

DATE: January 26, 2016

In compliance with the Revised Guidelines and Documentary Requirements for Common Government Transactions, Circular Letter No. 2012-001 dated June 14, 2012 which states that *"1.1.4 Traveling Allowances, General Guidelines Under Section 2, Executive Order (EO) No. 248 dated May 29, 1995 as amended by EO No. 298 dated March 23, 2004, travels shall cover only those that are urgent and are extremely necessary, will involve the minimum expenditure and are beneficial to the agency concerned and or the country,"* the Finance Unit of this office will conduct a meeting on Thursday, January 28, 2016 at eight o'clock in the morning to come up with a resolution regarding this matter which will provide guidance on the main issues and concerns in relation to travel expenses. Likewise, all school heads are requested to submit a fare matrix from transport groups/organizations for the formulation of uniform allowable travel expenses.

Please be guided accordingly.