



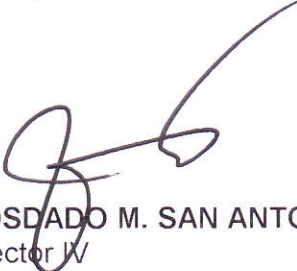
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**

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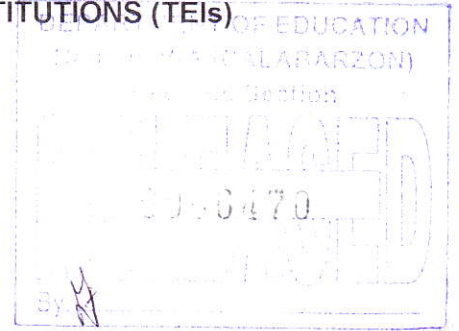
**MEMORANDUM**

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS  
DEAN, TEACHER EDUCATION INSTITUTIONS (TEIs)

FROM :  DIOSDADO M. SAN ANTONIO  
Director IV

SUBJECT : SUBMISSION OF DIVISION AND TEIs  
CONSOLIDATED/SUMMARY OF REIMBURSEMENT OF  
TRAVEL EXPENSES OF GRADE 9 TRAINERS WHO  
ATTENDED THE NATIONAL TRAINING OF TRAINERS

DATE : May 20, 2014



Relative to the attendance of the TEIs and DepED Grade 9 Trainers to the National Training of Trainers (NToT) in Cebu, Baguio, Ateneo de Manila and UP-NISMED, please submit list of consolidated report on summary of reimbursement of travel expenses of all Grade 9 trainers in your division/institution.

The report must be culled out from actual computed travel expenses supported with appropriate documents (Plane ticket, Boarding Pass, Official Receipt or RER for Taxi or Hired Van) duly signed and prepared by Division/TEIs accountant and attested by Schools Division Superintendents and Dean of TEIs.

Attached is the template of said report and please submit through e-mail at [td\\_calabarzon@yahoo.com](mailto:td_calabarzon@yahoo.com) not later than May 29, 2014.

For immediate compliance.

Doc# 4889  
By: EPH Raim 10:20  
05-21-14

SUMMARY REPORT OF REIMBURSEMENT OF TRAVELLING EXPENSES INCURRED DURING THE NATIONAL TRAINING OF TRAINERS FOR GRADE 9 ON K TO 12 BEP

DIVISION/TEIs \_\_\_\_\_

NAME OF TRAINERS	SUBJECT AREA	AMOUNT OF ACTUAL TRANSPORTATION EXPENSES				ACTUAL PER DIEM	
		Bus Fare (if any)	Plane Fare	Terminal Fee	Taxi/Van Hired with RER or OR	Arrival	Departure
						240.00	240.00

Prepared by:

\_\_\_\_\_  
Division Accountant/TEI's Accountant

Attested by:

\_\_\_\_\_  
Schools Division Superintendent/Dean of TEIs