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Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE OF CITY OF SAN FERNANDO (LA UNION)

JAN 13 2025

Office Memorandum

No. ~~608~~ 2025

**GUIDELINES ON THE DISBURSEMENT OF TRANSPORTATION EXPENSES OF
DIVISION LIAISONS THROUGH PETTY CASH FUND (PCF)**

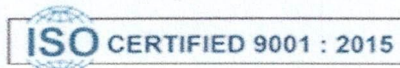
To: **Assistant Schools Division Superintendent**
Functional Division Chiefs
Section Heads
All Others Concerned

1. Pursuant to Chapter 6, Section 35 of the Government Accounting Manual (GAM), Petty Cash Fund (PCF) refers to the amount granted to duly designated Petty Cash Fund Custodian for the payment of authorized petty or miscellaneous expenses which cannot be conveniently paid through MDS Check or List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA).
2. The Petty Cash Fund (PCF) is used to cover small expenses that involve petty amount of money for the day-to- day operation of the Division Office i.e., transportation expenses. Subject to the Commission on Audit (COA) prescribed rules and regulations for the proper utilization of funds.
3. The reimbursable amount which shall be made through Petty Cash Fund voucher shall be allowed only to identified Division Liaisons for the amounts less than 1000 for each transaction except when a higher amount is allowed by law and/or specific authority by the COA. Splitting of transaction to avoid exceeding the ceiling shall not be allowed.
4. The following are the minimum documentary requirements for the claim of transportation/travel expenses to wit:
 - a. Travel Order or Authority to travel approved by Schools Division Superintendent;

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- b. Approved Itinerary of Travel
- c. Certificate of Travel Completed/Locators Slip
- d. Reimbursement Expenses Receipts (RER), if necessary.

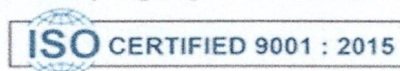
5. Immediate dissemination of and compliance with this memorandum are desired.


SHEILA MARIE A. PRIMICIAS, CESO VI
Schools Division Superintendent

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LIST OF DESIGNATED DIVISION LIAISONS FOR FUNCTIONAL OFFICES

School Governance and Operations Division (SGOD)

Ms. Jovie G. Ragon – Administrative Aide VI

Curriculum Implementation Division (CID)

Ms. Jelyka D. Casuga – Administrative Assistant II

Finance (Accounting)

Mr. Gilbert D. Datuin – Administrative Assistant III

Administrative Division

Ms. Mary Ann E. Rana – Administrative Assistant I, Records Unit

Mr. Jeus Josph M. Dacanay- Administrative Assistant III, Cash Unit

Mr. Vienn Julius S. Evangelista – Administrative Aide VI, Personnel/Payroll Unit

Bids and Award Committee (BAC)

Ms. Lenalit H. Pascua, Administrative Assistant II - BAC Secretariat

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