



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

OFFICE MEMORANDUM

No. 024 s. 2026

TO: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
District Supervisors / Principals-In-Charge
Unit and Section Heads
All Others Concerned



FROM: 
MARGARITO A. CADAYONA, JR. PhD CESO VI
Schools Division Superintendent

DATE: May 11, 2026

SUBJECT: UPDATE TO TRAVEL EXPENSE POLICY – MANDATORY REIMBURSEMENT

1. To maintain office budget stability, improve financial accountability and streamline accounting processes alongside the strict austerity measures adopted by this Office in consonance with Executive Order (EO) No. 110 s. 2026 of the President and DepEd Memorandum No. 018 s 2026, this Office Memorandum outlines a shift to travel expense mandatory reimbursement effective immediately.
2. While exiting DepEd policies allow official travels **only for essential and critical functions**, thereby encouraging alternative means of attaining the travel objectives through virtual meetings and electronic communications, the Office offers the DepEd Avanza to the OSDS and the SGOD personnel and the DepEd van to the CID personnel for local travels; provided, the required minimum number of passengers shall be observed.
3. The provisions of DepEd Order No. 043 s 2022 re: *Omnibus Travel Guidelines for All Personnel of the Department of Education*, especially the Reportorial Requirements thereof, shall still be observed.
4. For information and compliance,