



Department of Education  
Region III

**DIVISION OF PAMPANGA**

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**Division Memorandum**

No. 72, S. 2018

To : OIC – ASDS (Elementary)  
Head of Accounting  
Head of Budget  
Public Schools District Supervisor  
Central School Principals  
Administrative Assistants

From : **Office of the Schools Division Superintendent**

Subject : **Travel Expense Allowance for Administrative Assistants  
assigned at District Offices**

Date : February 7, 2018

Please be informed that effective this date, Administrative Assistants (ADAS-II/ADAS-III) assigned at District Offices shall be entitled to one thousand pesos (P1,000.00) travelling expense allowance each to defray their expenses incurred in the performance of their duties, subject to the usual accounting and auditing procedures. Travel expense allowance of ADAS' shall be charged to the MOOE of the Division Office.

It is requested that their itineraries be coordinated to avoid frequent travels to the Division Office.

For information and compliance.

**LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
Officer – In – Charge  
Office of the Schools Division Superintendent