



Department of Education  
Region III

**DIVISION OF PAMPANGA**

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**Division Memorandum**

No. 71, S. 2018

To : Head of Accounting  
Head of Budget  
Chief, CID  
Education Program Supervisors  
Public Schools District Supervisors

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

Subject : **Travel Expense Allowances of Education Program Supervisors and Public Schools District Supervisors**

, Date : February 12, 2018

Please be informed that monthly travel expense allowance of EPS and PSDS amounting to two thousand pesos (P2,000.00), used to defray travel expenses incurred in monitoring and instructional supervision *should be claimed regularly on a monthly basis*, subject to the usual accounting and auditing procedures.

For your information and strict compliance.

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