



DepEd – DIVISION OF QUEZON


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Registration Number:
QAC/R63/0216

Unnumbered Memorandum

To: All District Supervisors, Coordinating Principals, Elementary School Heads, Secondary School Heads, OICs/TICs, Division Personnel, All Concerned Personnel

From: 
CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

Subject: **SUBMISSION OF PERTINENT PAPERS FOR THE REIMBURSEMENT OF TRAVELING EXPENSES INCURRED OF ALL CONCERNED PERSONNEL**

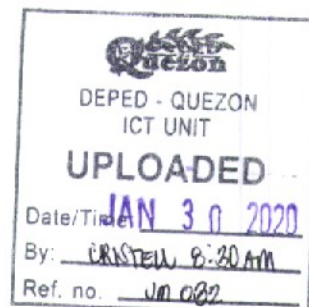
Date: **January 29, 2020**

This Office informs all concerned personnel regarding the submission of pertinent documents for the reimbursement of traveling expenses incurred on a quarterly basis and the deadline of submission will be the last Friday of the month of each quarter. Likewise, you are hereby instructed to submit your papers directly to the Division Office at the Accounting Section.

For strict compliance.

Admmda01/28/20

DEPEDQUEZON-TM-SDS-04-010-002



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