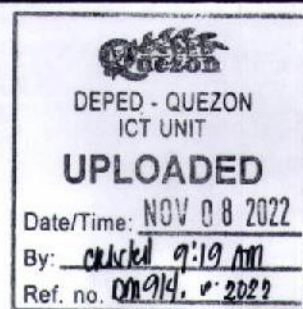




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



03 November 2022

DIVISION MEMORANDUM
DM No. 914, s. 2022

REQUEST FOR SUBMISSION OF UPDATED FARE MATRIX

To: Assistant Schools Division Superintendents
Division Chiefs
Public School District Supervisors
Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs)
All Others Concerned

1. In reference to Division Memorandum No. 039 s. 2022 dated 17 January 2022, **Re: Announcing the Transportation Cost Matrix Beginning 2022**, this corrigendum is issued to request the submission of an updated Fare Matrix/Tariffa from all municipalities due to the increase in gas prices and changes in applicable fares in the province. This will be used as the basis for reimbursement/claiming Travel Expenses.
2. Deadline of submission of updated Fare Matrix / Tariffa from Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs) are as follows:
Sub-Offices - on or before November 17, 2022
Division Office - on or before November 18, 2022
3. In order to track the submission of updated Fare Matrix / Tariffa reports, all documents shall be submitted at **Records Section in the Division Office- Pagbilao or any of the three Sub-Offices where the School is near or clustered**. Document Tracking System (DTS) control number shall be placed on the documents submitted. In reiteration, submission of updated Fare Matrix / Tariffa reports directly to Internal Auditors/ADAS III in-charge is highly discouraged.
4. Immediate dissemination and strict compliance of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Accmrg11/03/2022

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