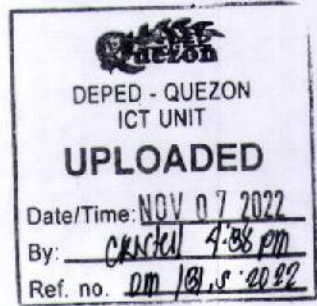




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



03 November 2022

OFFICE MEMORANDUM
OM No. 31, s. 2022



GENTLE REMINDER IN THE PREPARATION OF MEMORANDUM FOR OFFICIAL TRAVELS AND ACTIVITIES OF THE FIELD PERSONNEL

To : Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
All Others Concerned

To address the challenging situation in terms of distance and traveling hours of the field personnel attending official travels and activities hosted by the Division Office, **all Units/Sections are hereby advised to be mindful of the enlisted information below** in the preparation of the memorandum to be issued in the field.

1. Activities with participants coming from **areas beyond a 50-kilometer radius must have DAY-ZERO** to cover the traveling hours.
2. In case of a limited budget for the activity, the proponent may indicate that **expenses on day zero must be at their own expense.**
3. **Be cautious in the presentation of the date coverage**, specifically in using articles **"to"** and **"and"**. Example: November 00 to 00,2022 and November 00 and 00,2022.

Immediate dissemination and strict compliance with this Memorandum is desired.


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

recsop11/03/2022

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