



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City, Philippines



Sama-Sama
sa DECS

Tanggapan ng Kalihim
Office of the Secretary

April 30, 1999

DECS ORDER
No. 45, s. 1999

**GUIDELINES IN THE IMPLEMENTATION OF SECTION 21,
AUTHORITY TO USE SAVINGS, OF GENERAL APPROPRIATION ACT OF 1999**

To : Regional Directors
Schools Division Superintendents

1. The following guidelines are hereby issued for the implementation of Section 21 in special provisions of R.A 8745, otherwise known as General Appropriations Act of 1999, to wit:

"Section 21. Authority to Use Savings. The Department of Education, Culture and Sports is authorized to use savings from their appropriation to cover reimbursement of actual travelling expenses incurred by Elementary School Principals, Secondary School Principals and Education Supervisor on official duty at rates not exceeding Five Hundred Pesos (P500.00) per month."

2. The guidelines shall cover all DECS Elementary School Principals, Secondary School Principals, and Education Supervisor on official duty.
3. The amount to be reimbursed shall be the actual rates of travelling expenses incurred, but not to exceed Five Hundred Pesos (P500.00) per month of the authorized travel, signed and approved by his immediate superior or head of office.
4. Reimbursement shall be charged against savings from maintenance and other expenses of each division offices where the Elementary School Principals, Secondary School Principals, and Education Supervisor are assigned subject to the usual accounting and auditing rules and regulations.
5. Authorized travel reimbursement shall start from the permanent official station to the destination or place of work or assignment in the field and back to be determined by his immediate superior or head of office.
6. Immediate dissemination and strict compliance with this order is expected.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Tel. # 633-72-08
633-72-28

Reference:

None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

AUTHORITY
POLICY
TRAVEL