



*Isangyapin ng Kalihim
Office of the Secretary*

April 30, 1999

**DECS O R D E R
No. 45, s. 1999**

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

To: Regional Directors,
School Divisions Superintendents

1. The following guidelines are hereby issued for the implementation of Section 21 in special provision of R.A. 9746, hereinafter known as General Appropriations Act of 1999 in brief:

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 in official duty of 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 in official duty.

3. The amount to be reimbursed shall be the actual rates of traveling expenses incurred, but it will not exceed P500.00 per month of the authorized actual incurred and approved by his immediate superior or head of office.

4. Reimbursement will be charged against savings from maintenance and other expenses of local training 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 office 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. Effective 4/30/99, four (4) vehicle allowance per registration is excluded.

Andrew Tanyag
ADMINISTRATIVE ASSISTANT II, PSC
SECRETARY

Reference:

None.

Allotment: 1—(D.O. 30-97)

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

AUTHORITY
POLICY
TRAVEL.