



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

January 16, 2024

REGIONAL MEMORANDUM

ORD No. 034, s. 2024

To: Schools Division Superintendents

REIMBURSEMENT OF TRAVEL EXPENSES IN ALTERNATIVE LEARNING SYSTEM (ALS) FOR THE TRAININGS/ACTIVITIES INITIATED BY THE BUREAU OF ALTERNATIVE EDUCATION (BAE)

1. The Department of Education – National Capital Region through the Curriculum and Learning Management Division (CLMD) will facilitate the process of the above-captioned activity.
2. In view of this, all identified teaching and non-teaching participants to the national trainings and activities conducted by the Bureau of Alternative Education (BAE) in 2023 are advised to prepare their documents for the travel expenses incurred.
3. Travel expenses will be charged against NBC 590 Annex A-1-Flexible Learning Options dated January 3, 2023. Hence, Summary of Expenses must be submitted **on or before January 19, 2024**, at the Regional Office through the Curriculum and Learning Management Division. In addition, trainings and activities to be attended by identified participants this 2024, must submit summary of expenses immediately after completing their official travel. Should the participants decide not to reimburse their travel expenses, they are expected to submit a quit claim, signed by the SDO authorities.
4. For information and appropriate action.

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