

Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

RELEASED
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October 14, 2024

DIVISION MEMORANDUM
No. QSDS-AO No. 174 s. 2024

**SCHEDULE OF OFFICIAL TRAVEL FOR ADMINISTRATIVE OFFICERS (AO) II
TO THE SCHOOLS DIVISION OFFICE (SDO)**

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors/ Principals In-Charge
Elementary and Secondary School Heads
Administrative Officers II
This Division

1. In reference to DepEd Order No. 43, s. 2022 re: **"Omnibus Travel Guidelines for all personnel of the Department of Education,"** this Office notifies the field of the schedule of the Official Travel to the Schools Division Office (SDO) of the school-based Administrative Officers (AO) II effective **OCTOBER 15, 2024**.
2. This aims to regulate the travel claims of our school-based personnel as part of the austerity and fiscal conservation of the government funds by ensuring that these are expended with utmost prudence with no Irregular, Unnecessary, Extravagant, Excessive and Unconscionable (IUEEU) expenditures.
3. Attached is the schedule of travel to the Schools Division Office (SDO) of the Administrative Officers (AO) II. All concerned personnel must adhere strictly to the schedule of travel. Necessary documents for processing of travel claims must be submitted to the Division Office.
4. The travelling expenses of the Administrative Officers (AO) II are chargeable against school MOOE or other local funds subject to the usual budgeting, accounting, and auditing standards.
5. Immediate dissemination of and strict compliance with this Memorandum are directed.

CRISPIN A. SOLIVEN JR. CESE
Schools Division Superintendent

Encl/s.: As stated

References: As stated

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

AOII OFFICIAL SCHEDULE TRAVEL
MPF/OSDS-AO/DM-Schedule of Official Travel for Administrative Officers (AO) II to the Schools Division Office (SDO)
/October 14, 2024



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Enclosure to Division Memorandum No. **174**s. 2024

**SCHEDULE OF OFFICIAL TRAVEL FOR ADMINISTRATIVE OFFICERS (AO) II
TO THE SCHOOLS DIVISION OFFICE (SDO)**

District	Number of Days
Bagumbayan I	4 Days in a month
Bagumbayan II	4 Days in a month
Bagumbayan III	5 Days in a month
Cumbio I	5 Days in a month
Cumbio II	5 Days in a month
Esperanza I	4 Days in a month
Esperanza II	4 Days in a month
Esperanza III	4 Days in a month
Isulan Central	4 Days in a month
Isulan East	4 Days in a month
Isulan South	4 Days in a month
Isulan West	4 Days in a month
Kalamansig I	5 Days in a month
Kalamansig II	5 Days in a month
Kulaman I	4 Days in a month
Kulaman II	5 Days in a month
Lambayong I	4 Days in a month
Lambayong II	4 Days in a month
Lambayong III	4 Days in a month
Lebak Central	6 Days in a month
Lebak East	6 Days in a month
Lebak West	4 Days in a month
Lutayan I	4 Days in a month
Lutayan II	4 Days in a month
Palimbang I	6 Days in a month
Palimbang II	6 Days in a month
Palimbang III	5 Days in a month
Pres Qurino North	4 Days in a month
Pres Quirino South	4 Days in a month

MPF/OSDS-AO/DM-Schedule of Official Travel for Administrative Officers (AO) II to the Schools Division Office (SDO)
/October 14, 2024



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