

DRN: FMS-RPAD-A-Comm-20-01-5349-1

**MEMORANDUM**

**FOR :** ALL OFFICIALS AND EMPLOYEES  
DSWD Central and Field Offices

**ATTENTION :** CHIEF/REGIONAL ACCOUNTANTS AND CHIEF, BUDGET  
DIVISIONS/BUDGET OFFICERS

**FROM :** THE UNDERSECRETARY FOR GASSG

**SUBJECT :** FINANCIAL MANAGEMENT GUIDELINES NO. 5, SERIES OF 2020:  
DEADLINE FOR THE FILING OF CLAIMS FOR TRAVEL EXPENSE  
REIMBURSEMENTS

**DATE :** 23 JANUARY 2020

*Stamp: RMD JAN28'20 AM 10:19*

This pertains to the claims filed for reimbursements of travel expenses. Starting December 2, 2019, the Central Office FMS received an estimate of **One Thousand Seven Hundred (1,700)** Disbursement Vouchers (DVs) with approved Obligation Requests (ORs) for the said claims for reimbursements with earliest date of travel as far back as **April 2019**.

This resulted to unnecessary **backlogs** in the processing of said claims and the **lapsing of the NCA** previously planned for travelling expense disbursements which ultimately resulted to a **lower disbursement rate** which is being monitored for the Department's eligibility for the CY 2019 Performance Based Bonus.

Administrative Order (AO) No. 13, series of 2019 or the DSWD Implementing Rules and Regulations on Executive Order No. 77 (Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel), specifically Section 23. Period to Claim Reimbursements for Travelling Expenses, to wit:

*"Within two (2) calendar months after the return of an official or employee to the Philippines, in the case of official travel abroad; or within one (1) calendar month of his/her return to permanent official station in the case of official local travel, such official or employee must file claims for reimbursements xxx.*

*Travel expenses not filed for claims within specified dates **shall not be processed.***

On this, please be informed that relevant claims starting January 2020, the Finance and Management Service/Divisions of the Central and Field Offices shall **strictly implement** the aforesaid provision of AO No. 13, series of 2019 and ORs submitted to Budget Division/Sections beyond the above-quoted deadline shall not be approved.

For your guidance and strict compliance.

  
**JOSE ERNESTO B. GAVIOLA**

  
WCB/JLMSC/222

**DELIVERY RECEIPT**

Dissemination of DSWD Administrative Issuance

DOCUMENT DATE : January 23, 2020  
 SUBJECT : Financial Management Guidelines No. 5 s2020 : Deadline for the Filing of Claims for Travel Expense Reimbursements  
 DOCUMENT REF. NO. : 5349  
 DISSEMINATION DATE :

NO.	OFFICE	RECEIVING PERSONNEL	SIGNATURE / DATE
<b>EXECUTIVE COMMITTEE (EXECOM) OFFICES</b>			
1	OFFICE OF THE SECRETARY	PATTY M. ELVIRA	[Signature] 1/29/20 2:50 PM
2	OFFICE OF THE UNDERSECRETARY (OUS) FOR DISASTER RESPONSE MANAGEMENT	[Signature] 1. 29. 20	[Signature]
3	OUS FOR INCLUSIVE AND SUSTAINABLE PEACE	Angelo	1/29/20 2:40
4	OUS FOR GENERAL ADMINISTRATION AND SUPPORT SERVICES	[Signature]	[Signature]
5	OUS FOR OPERATIONS	JOVETH M. MANAHAN	[Signature]
6	OUS FOR POLICY AND PLANS	[Signature]	[Signature]
7	OUS FOR SOCIAL WELFARE AND DEVELOPMENT	NEIL	[Signature] 2:50
8	OUS FOR SPECIAL CONCERNS	Queen 1/29/2020	[Signature] 3:36 PM
9	OUS FOR SPECIAL PROJECTS	Donna 01/29/2020	[Signature] 02:18 PM
10	OUS FOR STANDARDS AND CAPACITY BUILDING		
11	OFFICE OF THE ASSISTANT SECRETARY (OAS) FOR ADMINISTRATION	[Signature] 11:20 AM	[Signature] 8:25 AM
12	OAS FOR LUZON AFFAIRS		
13	OAS FOR POLICY AND PLANS	OS 01/29/2020	2:45 PM
14	OAS FOR SPECIALIZED PROGRAMS	Aileen	1/29/20 3pm
15	OAS FOR STATUTORY PROGRAMS	[Signature]	[Signature] 1/29/2020
16	OAS FOR STANDARDS AND CAPACITY BUILDING	[Signature]	[Signature] 1/29/20 1:15 PM
17	OAS FOR OSEC CONCERNS		
18	OAS FOR VISAYAS AFFAIRS		
<b>MANAGEMENT COMMITTEE (MANCOM) OFFICES</b>			
1	ADMINISTRATIVE SERVICE	[Signature]	
2	DISASTER RESPONSE MANAGEMENT BUREAU	[Signature]	[Signature] 1/29
3	FINANCE AND MANAGEMENT SERVICE	[Signature] 1/29	
4	FINANCE AND MANAGEMENT SERVICE - SPECIAL PROJECTS	[Signature]	[Signature] 1/29/2020
5	HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICE	[Signature] 1/29	
6	INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT SERVICE		
7	INTERNAL AUDIT SERVICE	[Signature]	
8	INTERNATIONAL SOCIAL SERVICES OFFICE (ISSO)	[Signature]	
9	KALAHI-CIDSS NATIONAL PROGRAM MANAGEMENT OFFICE (KC NPMO)	Gina	[Signature] 1/20/20
10	LEGAL SERVICE		
11	NATIONAL HOUSEHOLD TARGETTING OFFICE		
12	NATIONAL RESOURCE AND LOGISTICS MANAGEMENT BUREAU	[Signature] 1/29/20	[Signature] 2:11 PM
13	PANTAWID PAMILYA PILIPINO PROGRAM NATIONAL PROGRAM MANAGEMENT OFFICE	[Signature] 1/29/20	

14	POLICY DEVELOPMENT AND PLANNING BUREAU		
15	PROCUREMENT MANAGEMENT SERVICE		
16	PROGRAM MANAGEMENT BUREAU		
17	RESOURCE GENERATION AND MANAGEMENT OFFICE		
18	SOCIAL MARKETING SERVICE		
19	SOCIAL TECHNOLOGY BUREAU		
20	SOCIAL WELFARE INSTITUTIONAL DEVELOPMENT BUREAU		
21	STANDARDS BUREAU		
22	SUSTAINABLE LIVELIHOOD PROGRAM		
23	UNCONDITIONAL CASH TRANSFER NATIONAL PROGRAM MANAGEMENT OFFICE		
<b>DIVISIONS</b>			
1	ACCOUNTING DIVISION		
2	BUDGET DIVISION		
3	BUILDING AND GROUNDS MANAGEMENT DIVISION		
4	CASH DIVISION		
5	CRISIS INTERVENTION DIVISION (CID)		
6	DEPARTMENT LEGISLATIVE LIAISON OFFICE		
7	GENERAL SERVICES DIVISION (GSD)		
8	HRMDS-PERSONNEL ADMINISTRATION DIVISION		
9	PROPERTY, SUPPLY, AND ASSET MANAGEMENT DIVISION (PSAMD)		
10	SWEAP		
<b>FIELD OFFICES AND ATTACHED AGENCIES</b> <i>To be signed by RAMD Staff.</i>			
17	I-V, CAR, NCR ARMM	Jovy B. Corteza	
	VI-XII, CARAGA	Albert John W. Fiesta	
7	CWC, NCBA, ICAB, JJWC, PCUP, NAPC, NCIP	Virginia Ponferrada	

Prepared by:

Noted by:

ASSIGNED RAMD PERSONNEL

HEAD, RECORDS PROCESSING SECTION