



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

January 19, 2026

OFFICE MEMORANDUM
No. 004 s, 2026

PROVISION OF PETTY CASH FUND TO BE UTILIZED FOR GASOLINE/DIESEL EXPENSES FOR DEPED VEHICLES DUE FOR OFFICIAL TRAVELS

To: All Official Deped drivers
All others concerned

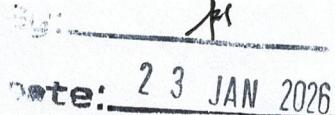
For the information of all concerned, beginning this month of January, 2026, the gasoline/diesel expenses shall be accommodated through a separate petty cash from the Cashier's Office through Ms. Marynol B. Cinco, Disbursing Officer amounting to Fifty Thousand Pesos (Php50,000.00). Concerned drivers must be guided by the following:

1. Secure a Trip Ticket and Travel Order from the Administrative Office duly approved by the SDS;
2. Sign the petty cash voucher upon claiming your reimbursement for gasoline;
3. Immediately after the travel, submit the reimbursement with actual official receipts/invoice;
4. Release of the said fund will be made on a first-come-first serve basis;

For your information and guidance.


GAUDENCIO C. ALJIBE, JR. Ph.D., CESO 
Schools Division Superintendent

DepEd Northern Samar
RELEASED


Date: 23 JAN 2026



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