



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 accomodated 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 reimbursemet 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. PhD., CESO V  
Schools Division Superintendent

DepEd Northern Samar  
**RELEASED**  
By:   
Date: 23 JAN 2026



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telephone Nos: (055) 500 1020  
Email Address: [northernsamar@deped.gov.ph](mailto:northernsamar@deped.gov.ph)  
Division Official Website: <https://northernsamar.deped.gov.ph>