



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

March 21, 2025

DIVISION MEMORANDUM

No. 084 s. 2025

**SUBMISSION OF DOCUMENTS FOR PAYMENT OF TRANSPORTATION AND
TEACHING AID (TTA) ALLOWANCE OF ALS TEACHERS**

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Elementary and Secondary School Heads
All others concerned

1. Per DepEd Memorandum No. 070, s.2023 re Guidelines of the Provision of Transportation and Teaching Aid Allowances to Alternative Learning System Teachers and DepEd-Engaged Community ALS Implementors Starting Fiscal Year 2022 and Years Hereafter, the CID, through the EPSA of this Division, requests ALS teachers to submit all required documents for the processing of the TTA, to wit:
 - a. Statement of Expenses for Transportation Allowance
 - b. Itinerary of Travel
 - c. Pass Slip/Locator Slip
 - d. Learners' Logbook/Attendance Sheet/
 - e. Certificate of Appearance
 - f. Certificate of Travel Completed
 - g. Post Travel Report
 - h. Certification of Expenses not Requiring Receipts
2. Submitted documents must be complete, properly filled out, and duly signed by their respective School Heads, Attn Division EPSA-Focal Person.
3. The deadline for submission will be on or before March 31, 2025. Late submission may cause delays in the processing of the said allowance.
4. For any clarifications, you may contact Ermelyn S. Castillo, EPSA - Focal Person in ALS through Mobile No. 0939-297-1701
5. Immediate and wide dissemination of this Memorandum is enjoined.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent



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