



REPUBLIC OF THE PHILIPPINES
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Reference No. 2024-01-15
 January 18, 2024

MEMORANDUM FOR THE DIRECTOR

FROM : 
JOELL H. LALES
 Assistant Director

SUBJECT : **ENDORISING THE RECOMMENDATION OF OUR CHIEF ACCOUNTANT ON TRANSPORTATION CLAIMS FROM OFFICE TO RESIDENCE**

This is to formally endorse the recommendation of our Chief Accountant Roberto Quing, Jr. for Management to order the discontinuance of the practice of claiming transportation allowance from office to residence being made by some employees.

Mr. Quing explained the lack of legal basis on the said transportation claims in a Memorandum attached herewith.

For your consideration and further guidance.

Thank you.