



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1104

km150
FMI
plem
TV
Salva

Reference No. 2023-04- 24
April 14, 2023

MEMORANDUM

FOR : ALL DA-BAR EMPLOYEES

FROM : THE OIC DIRECTOR

SUBJECT : AMENDMENT ON THE MARCH 14, 2023 MEMORANDUM ON VALIDATION OF TRAVEL REPORTS AND ITINERARY OF TRAVEL USED IN CLAIMING TRAVEL EXPENSE VOUCHER (TEV)

This is to amend the Memorandum from the OIC Director dated March 14, 2023 on the **VALIDATION OF TRAVEL REPORTS AND ITINERARY OF TRAVEL USED IN CLAIMING TRAVEL EXPENSE VOUCHER (TEV)**.

ONLY THE ITINERARY OF TRAVEL shall be reviewed by the Accounting Office and must bear the initial signature of the Accounting Head prior to the approval of the OIC Director.

For compliance of all concerned.


JOELL H. LALES