



BAGONG PILIPINAS



Department of Agriculture
Masagana Agrikultura
Mamunday sa Ekonomiya

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MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR OFFICIALS AND STAFF
SUBJECT : CLAIMING OF TRAVEL EXPENSES

In our continuing effort to consistently tighten up our processes, particularly in the utilization of our funds, ensuring our prompt and efficient response in our quarterly disbursement, you are hereby requested to comply with the following schedules in claiming your respective travel expense vouchers (TEV).

Kindly be advised that effective immediately, all official travels that were accomplished during the current quarter period must be likewise claimed within the prevailing quarter period and shall be submitted every 15th of the following month. Failure to comply with this issuance would mean forfeiture of the TEV.

This memorandum is being issued for strict adherence of those employees who, in the past, have delayed their submissions until December, creating a significant processing backlog in the last quarter.

To streamline this process and ensure that all official travel expenses are managed efficiently, all employees are required to submit their TEVs for the previous quarters **on or before October 25, 2024.** Your cooperation in adhering to this deadline is essential for smooth operations.

For your information and strict compliance.


JUNEL B. SORIANO, PhD

