



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
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MEMORANDUM ORDER NO. 7-2011-81

TO: CENTRAL OFFICE PERSONNEL
REGIONAL FIELD UNITS PERSONNEL

FROM: ATTY. JANE C. BACAYO
Executive Director

SUBJECT: TIMELY SUBMISSION OF VOUCHERS FOR
TRAVELING EXPENSES (TEV)

DATE: July 4, 2011

This is to reiterate our previous memorandum which in effects requires prompt submission of complete documents relating to claims for travelling expenses incurred on official undertakings of field personnel to ensure payment on time.

Said claim/s should reach the Records Unit on or before the 10th day of the succeeding month (example: TEV FOR January should be received by the Records, Central Office on February 10th).

The management, particularly the finance personnel shall not be responsible for the late or non-payment of such claim/s if the fault rest on the claimant-employee.

Furthermore, please be clarified claim/s for jeepney/bus fare and other transportation expenses incurred in the conduct of monitoring and other regular duties of field personnel will not be entertained for payment.

FOR UTMOST COMPLIANCE.

