



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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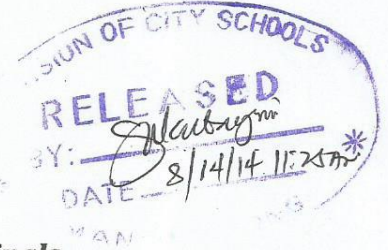


MEMORANDUM

Date: August 13, 2014

To: **Assistant Schools Division Superintendent**
Administrative Officer V
Public Schools District Supervisor
Elementary and Secondary Public School Principals
Elementary and Secondary Public School Bookkeepers

Subject: **CLARIFICATION RE: PER DIEM RATE**



This office would like to clarify the amount of per diem to be given to personnel/officials/teachers who will attend trainings/seminars/workshops for two or more days outside 50km radius from Metro Manila.

*Please be advised that the amount of per diem is **Php 800.00**. As per inquiry and explanation, the Php 1,500.00 rate indicated on the COA Resolution No. 2013-030 is only applicable to COA employees.*

Furthermore, please be guided on the computation of per diem, to wit:

| Particulars | Percentage | Amount |
|---|------------|------------|
| Arrival at the place of destination not later than 12:00 noon | 100% | Php 800.00 |
| Arrival after 12:00 noon | 80% | 640.00 |
| Departure from the venue before 12:00 noon | 30% | 240.00 |
| Departure at 12:00 noon and later | 40% | 320.00 |

Immediate and wide dissemination of this memorandum is desired.

Evangelina P. Ladines
EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent