



Republic the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
MINISTRY OF SCIENCE AND TECHNOLOGY
Bangsamoro Government Center, Cotabato City



MEMORANDUM

Order No. **032**

Series of 2024

TO : ALL CONCERNED PERSONNEL
This Ministry

SUBJECT : Certification of Absolute Necessity of Expenses

DATE : February 21, 2024

In compliance with EO 77 and COA Circular No. 2012-001, as superseded by COA Circular No. 2023-004, expenses incurred for the official travel exceeded the prescribed rate per day shall be supported by a Certification from the Head of Agency as here in attached, (ANNEX C & D) that such incurred expenses are absolutely necessary in the performance of duty.

Related to this, all employees and officials are required to secure said certification in order for the incurred expenses to be processed.

Further, incurred expenses in excess of the allowable per diem and travel costs are subject to availability of funds.

For information, guidance and strict compliance.

ENGR. AIDA M. SILONGAN, MAPDS

Minister

Bangsamoro Autonomous Region in Muslim Mindanao	
MINISTRY OF SCIENCE AND TECHNOLOGY	
Records Section	
RELEASED	
By:	_____
Date: MAR 07 2024	_____
Time: 11:30	_____

RECEIVED FOR ROUTING	
MOST - BARMM Records Section	
By:	_____
Date & Time: MAR 07 2024 11:30	_____

CERTIFICATION

This is to certify that **(NAME OF CLAIMANT)** of **(OFFICE)** incurred hotel accommodation in the amount of **(PH XXX)** at **(HOTEL NAME)** last **(DATE OF TRAVEL)**. **(NAME)** on official travel to **(PURPOSE OF TRAVEL)**

(NAME OF CLAIMANT) is claiming for the excess on hotel accommodation/lodging incurred as against allowed hotel/lodging of P_____/day, which shall not exceed the 100% of the board & lodging component of the DTE. Attached are the billings and official receipts for the said amounts.

This is to certify further, that the expenses requested for reimbursement is absolutely necessary in the performance of his/their duties during **(JUSTIFY THE REQUEST FOR REIMBURSEMENT)**.

This certification is being issued to support the claim for reimbursement in the amount of **(P XXX)** representing actual hotel accommodation during her travel to **(PLACE OF ASSIGNMENT)** that may be allowed for payment.

ENGR. AIDA M. SILONGAN, MAPDS

Minister



CERTIFICATION

This is to certify that **(NAME OF CLAIMANT)** of **(OFFICE)** incurred transportation expenses for travel in the amount of **(P XXX)** at **(PLACE OF TRAVEL)** last **(DATE OF TRAVEL)**. **(NAME)** on official business travel to **(PURPOSE OF TRAVEL)**.

(NAME OF CLAIMANT) is claiming for the excess of transportation expenses for travel incurred as against allowed transportation of P___/day per existing rate on travelling expenses. Attached are the official receipts/equivalent document for the said amounts.

This is to certify further, that the expenses requested for reimbursement is absolutely necessary in the performance of his/their duties during **(JUSTIFY THE REQUEST FOR REIMBURSEMENT)**.

This certification is being issued to support the claim for reimbursement in the amount of **(P XXX)** representing actual transportation expenses during her travel to **(PLACE OF ASSIGNMENT)** that may be allowed for payment.

ENGR. AIDA M. SILONGAN, MAPDS
Minister

