



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City
Telefax No.: 082553896 / 0825538376



DIVISION MEMORANDUM

No. 190 s. 2019

March 1, 2019

SUBMISSION OF TRAVEL REIMBURSEMENT DOCUMENTS FOR THE TEACHER-PARTICIPANTS DURING THE GRADE 6 NATIONAL TRAINING OF TRAINERS FOR THE K TO 12 BASIC EDUCATION PROGRAM

To: Public Schools District Supervisors
School Heads

Attention: K to 12 Grade 6 Trainers

- 1.) In reference to an Unnumbered Regional Memorandum, re: Submission of Travel Reimbursement Documents for the Teacher-Participants during the Grade 6 National Training of Trainers for the K to 12 Basic Education Program, the K to 12 Grade 6 trainers are advised to submit travel reimbursement documents on or before March 1, 2019 for subsequent submission to DepED Central Office.
- 2.) The documents shall contain the following:
 - a. Authority to Travel;
 - b. Itinerary of Travel (refer to the attached format sample);
 - c. Certificate of Travel completed;
 - d. Memorandum;
 - e. Official Receipts;
 - f. Accomplishment Report (refer to the attached format sample);
 - g. Certificate of Appearance; and
 - h. Certification of Expenses Not Requiring Receipts (Refer to the attached format sample).
- 3.) The List of K to 12 Grade 6 trainers are found in the attached document.
- 4.) For immediate dissemination and compliance.


WINNIE E. BATON, EdD
Officer in Charge

Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
29586
DATE: MAR 01 2019 TIME: 4:11
BY: 

Encls: as stated

References: Regional Memorandum

To be indicated in the Perpetual Index under the following subjects:

CURRICULUM K TO 12 SUBMISSION OF DOCUMENTS

jmn: 2019 SUBMISSION OF TRAVEL DOCUMENTS

1 March 2019



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Dayao City



Address: F. Torres St., Dayao City (8000)
 Contact Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph

DepEd Schools Division of Digos City

RECORDS SECTION



RECEIVED 29586

DATE: FEB 27 2019

TIME: 4:20 PM

BY:

MEMORANDUM

To : Schools Division Superintendent

Subject : **SUBMISSION OF TRAVEL REIMBURSEMENT DOCUMENTS FOR THE TEACHER-PARTICIPANTS DURING THE GRADE 6 NATIONAL TRAINING OF TRAINERS FOR THE K TO 12 BASIC EDUCATION PROGRAM**

Date : February 11, 2019

Office of the Schools Division Superintendent

Office in Charge

ANILMIE E. BALLOM, EdD

This has reference to the travel reimbursements of the teacher-participants during the Grade 6 National Training of Trainers for the K to 12 Basic Education Program on February 19-25, 2017 at Ecotech Center, Lahug, Cebu City of which the travel expenses of the participants were charged to the 2016 continuing Human Resource and Development (HRTD) Funds and as to date the status of the reimbursement is not yet received by the participants.

It is advised that the attached list of participants shall submit the travel reimbursement documents on or before March 1, 2019 for subsequent submission to DepEd Central Office. The documents shall contain the following:

- a. Authority to Travel;
- b. Itinerary of Travel (Refer to the attached format sample);
- c. Certificate of Travel Completed;
- d. Memorandum;
- e. Official Receipts;
- f. Accomplishment Report (Refer to the attached format sample);
- g. Certificate of Appearance; and
- h. Certification of Expenses Not Requiring Receipts (Refer to the attached format sample).

Immediate and wide dissemination of this Memorandum is desired.

This is in reference to the unnumbered Regional Memorandum dated February 30, 2018

ATTY. ALBERTO T. ESCOBARTE, CESO III

Regional Director

Elementary School Heads

To: Public Schools District Supervisor

ROC7/mp

ONLINE SUBLEY ON LEARNING ACTION CELL (LAC)

Empowerment Adaptability Goal-oriented Leadership Excellence

02/27/19 Time: 8:55

Page 1 of 1

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February 28, 2019

SCHOOLS DIVISION OF DIGOS CITY

Region XI

Department of Education

Office of the Superintendent

LIST OF GRADE 6 TRAINERS FROM REGION XI
GRADE 6 NATIONAL TRAINING OF TRAINERS FOR THE K TO 12 BASIC EDUCATION PROGRAM
 February 19-25, 2017 at Ecotech Center, Lahug, Cebu City

Division	Filipino	English	Math	Science	Araling Panlipunan	EsP	ICT/Entrep/HE	Agri/IA	Music / Arts	PE and Health	Total
ComVal	Rowena Garcia	Joan Tabanyag	Gladys David	Marlou Saavedra	Michael Afoda	Nori Laurina	Suzanne Caballero	Maria Unda Colita	Mary Ida de Asis	Catherine Apalisok	10
Davao City	Mary Grace Coronel	Jennylyn Baluyot	Rogelio Rodel	Daryl Lamentac	Rubelyn Magsigay	Arlen Joy Angalan	Arbie Dela Torre	Prima Rose Nacito	Voltaire Fernandez	Ann Teresa Ducusin	19
	Virginia Ortega	Leilani Rodriguez	Cherimie Padayhag	Lanie Marie Ceila	Rosemarie Realino	Christine Basilota	Roldan Roperos		Leonardo Tiongson	Jessie Magallano	
Davao del Norte	Michelle Bagnol	Jerlyn Baonga	Bayani Escoton	Rizza Rasucay	Shirley Gako	Jocelle Jamandre	Richard Cia	Vincent Garsuta	Marissa Fuentespina	Jestoni Salazar	10
Davao del Sur	Josephine Cadorna	Estrellita Senarillos	Maria Chanel Retes	Rosalia Bautista	Francis Maye Daya	Glee Cavan	Joy Delimeno	Alberto Lapena	Sizette Rivera	Gilbert Lozada	10
Davao Oriental	Evelyn Solis	Geners Amora	Jennifer Palma Gil	Eudecel Gaynito	Gary Acebido	Sonia Linsag	Cora Montellano	Kevin Honey Espirituoso	Ana Marie Saumat	Arcilyn Cadiz	10
Digos City	Cherrie Ann Bohol	Marie Liezel Jumawan	Lhiery Nonette Marca	Eva Rosario Pascua	Maria Gilda Ilustre	Stella Marie Reda	Lorelie Oding Casonete	Sherwin Alonzo	Rodolfo Osomo II	Jennifer Barsalote	10
IGACOS	Cynthia Torculas	Melojean Alquisalas	Lyn Dela Cerna	Norma Atis	Marichu Celestial	Arlene Mancio	Lira Rubio	Rechelle Morales	Maureen Longhas	Charmie Gonzales	10
Mati City	Genevieve Elias	Marieta Dapitanon	Maribel Esgano	Natalie Albao	Andrew Enriquez	Elenita Ramaylo	Dennis Macaubos	Darry Prudence	Francis Esteban	Gene Icell Sacay	10
Panabo City	Emelita Flores	Cheryl Cabatilla	Johanna Linterna	Angelito Jake Catacutan	Gina Taylaran	Jemaina Rivas	Rhenna Puyat	Eigene Lanzaderas	Jhonna Mamaril	Arlene Lauron	10
Tagum City	Ma. Teresa Burigay	Julius Tacibon	Richyl Azarcon	Kristine Mejos	Jessica Lgura	Jonalyn Pasquito	Eunilyn Leopardas	Neriza Cales	Unique Sajol	Gina Concha	10
Total per Area	11	11	11	11	11	11	11	10	11	11	109



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Appendix 45

ITINERARY OF TRAVEL

Entity Name : _____
Fund Cluster: _____

No.: _____

Name : Position : Official Station :				Date of Travel : Purpose of Travel :				
Date	Places to be visited (Destination)	TIME		Means of Transportation	Transpor- station	Per Diem	Others	Total Amount
		Departure	Arrival					
TOTAL								
I certify that : (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper. JANETTE G. VELOSO, Ed.D. Signature over Printed Name Immediate Supervisor				Prepared by : Signature over Printed Name				
				Approved by: ATTY. ALBERTO T. ESCOBARTE, CESO III Signature over Printed Name Agency Head/Authorized Representative				



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
TANGGAPANG PANREHIYON XI
Lungsod ng Dabaw

Telefax Numbers: (082) 227-1102; 227-9342 (Trunkline) 225-8495
221-9428; 227-8025; 222-2617; 227-0941; 221-1210; 221-8435



Website: <http://www.region11.deped.gov.ph>
SED Email Address: sgd.deped11@gmail.com

ACCOMPLISHMENT REPORT

DIVISION :
NAME OF PERSON ACCOUNTABLE :
INCLUSIVE DATES OF THE ACTIVITY :

NATURE OF TRAVEL	OBJECTIVES	WHAT TO EXPECT AFTER THE TRAVEL/ SEMINAR/TRAINING/ CONFERENCE	ISSUES / CONCERNS DURING THE TRAVEL/ SEMINAR/ TRAINING/CONFERENCE	REMARKS /RECOMMENDATIONS (ACTIONS TO BE TAKEN BY DEPED REGION XI OFFICE)
WHAT :				
WHEN :				
WHERE:				

Prepared by :

Recommending Approval:

JANETTE G. VELOSO, Ed.D.
Chief, Curriculum and Learning Management Division

Employee

Approved :

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
TANGGAPANG PANREHIYON XI
 Lungsod ng Dabaw



CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS

Pursuant to COA Circular No. 2017-001 dated June 19, 2017

Name of Employee			Employee No.	
Office				
Division				
Particulars			Amount (P)	
TOTAL				
Purpose				
<i>I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above good and services were acquired from parties not issuing receipts. And that I am fully aware that willful falsification of statements is punishable by law.</i>				
	Certified correct:		Noted by:	
Signature				
Printed Name				
	Employee		Immediate Supervisor	
	Date		Date	