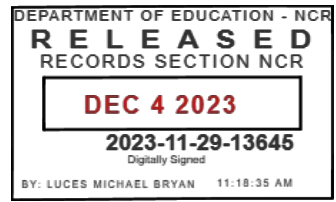




Republic of the Philippines
Department of Education
 National Capital Region



REGIONAL MEMORANDUM

ORD-2023- 1273

TO : **NOEL D. BAGANO, CESO VI**
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

FROM : **JOCELYN DR ANDAYA**
 Director IV

SUBJECT : **DEVELOPMENT OF POLICY GUIDELINES ON THE IMPLEMENTATION OF DEPED TEACHES AND DEPED MENTORS**

DATE : December 1, 2023

This has reference to Memorandum No. DM-CT-2023-318 dated October 3, 2023, signed by Gina O. Gonong, Undersecretary for Curriculum and Teaching, relative to the above-captioned activity, contents of which are self-explanatory, for information and appropriate action.

Below are details of the above-stated activities:

ACTIVITY	DATE	VENUE
Workshop on the Refinement of Policy Guidelines for the Implementation of DepEd Teaches and DepEd Mentors	December 4-7, 2023	NEAP Region IV, Calabarzon, Batangas
Workshop on the Finalization of Policy Guidelines for the Implementation of DepEd Teaches and DepEd Mentors	December 11-13, 2023	NEAP Region IV, Calabarzon, Batangas

Travel expenses of the participants shall be charged against 2023 BEC Funds subject to the usual government accounting auditing rules and regulations. Please see the attached list of documents needed for the reimbursement and submit to CLMD Office upon completion of the activity.

Immediate dissemination of this Memorandum is desired.

Encls: as stated CLMD/ACG2023



Address: Misamis St., Bago Bantay, Quezon City

Email address: ncr@deped.gov.ph

Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1



Republic of the Philippines
Department of Education
 National Capital Region

OFFICIAL LIST OF PARTICIPANTS

**Workshop on the Refinement of Policy Guidelines for the
 Implementation of DepEd Teaches and DepEd Mentors
 NEAP Region IV, Calabarzon, Batangas
 December 4-6, 2023**

NAME	DESIGNATION	OFFICE/ADDRESS
Lilia H. Jaime	School Head	SDO Valenzuela
Mrs. Lorena Dela Cruz	Teacher	

**Workshop on the Finalization of Policy Guidelines for the
 Implementation of DepEd Teaches and DepEd Mentors
 NEAP Region IV, Calabarzon, Batangas
 December 4-6, 2023**

NAME	DESIGNATION	OFFICE/ADDRESS
Lea D. Oducayen	Assistant Principal II	SDO Valenzuela
Marites A. Torres	Assistant Principal I	

DESIGNATION



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National Capital Region

**CHECKLIST OF SUPPORTING DOCUMENTS
TRAVELLING EXPENSES**

Name: _____

Division: _____

List of Documents

Remarks

- | | |
|---|-------|
| _____ 1. Disbursement Voucher (DV) - c/o CLMD | _____ |
| _____ 2. Obligation Request Slip (ORS) - c/o CLMD | _____ |
| _____ 3. Appendix A (Itinerary of Travel) | _____ |
| _____ 4. Appendix B (Certificate of Travel Completed) | _____ |
| _____ 5. Airfare Ticket/e-Ticket and Official Receipt | _____ |
| _____ 6. Bus/Boat Ticket (if applicable) | _____ |
| _____ 7. Boarding Pass (2) | _____ |
| _____ 8. TaxiFare - RER (for P300.00 above) | _____ |
| _____ 9. Taxi Fare - RER Certification of Expenses (below P 300,00) | _____ |
| _____ 10. Travel Authority | _____ |
| _____ 11. Letter of Invitation (NA) | _____ |
| _____ 12. DepEd Memorandum/Reference | _____ |
| _____ 13. Certificate of Appearance/Participation | _____ |
| _____ 14. Photocopy of ATM - Landbank Account | _____ |

15. OTHERS

- a. Certificate of unliquidated cash advance _____ (for CA)
b. Justification/Certification - any deviations _____ in the itinerary
c. Official Receipt - airfare, etc.
d. _____
e. Copy of liquidation report _____

_____ 16. Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent.
In case of less than three quotations, a certification is required signed by the head/Supervisor as per COA Circular
Number 2023-04, s. 2023.



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Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	3 of 1