



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

20 May 2025

DIVISION MEMORANDUM
No. **311** s. 2025

**TRAINING-WORKSHOP ON LAWS AND RULES ON GOVERNMENT
EXPENDITURES SPECIFICALLY TRAVELLING EXPENSES CUM
DOCUMENTARY REQUIREMENTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. With reference to **DepEd Order No. 043, s. 2022** titled **Omnibus Travel Guidelines for All Personnel of the Department of Education**, this Office, through the Accounting Unit, announces the conduct of the training-workshop on laws and rules on government expenditures specifically travelling expenses cum documentary requirements on **May 22, 2025** at **LRMDS Office**.
2. The activity aims to:
 - a. to familiarize participants with the laws and rules on government expenditures specifically travelling expenses;
 - b. to ensure that personnel adhere to existing rules and regulations on travelling expenses; and
 - c. to strengthen accounting and expenditure processes within SDO and schools for greater efficiency and transparency.
3. Attached are Enclosure 1- List of Participants, Enclosure 2- Program Matrix, and Enclosure 3- Technical Working Committee.
4. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 043, s. 2022
To be indicated in the Perpetual Index
under the following subjects:

TRAVELLING EXPENSES

OSDS-Accounting Unit- training-workshop on laws and rules on government expenditures specifically travelling expenses cum documentary requirements
ACCK764L-001102 /May 20, 2025



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Enclosure 1

List of Participants – May 22, 2025

NO.	NAME	POSITION	SCHOOL/OFFICE
1.	Agnes M. Luzadas	Accountant III	OSDS - Accounting
2.	Marilou C. Cuaterno	Administrative Assistant III	OSDS - Accounting
3.	Krizia Faye C. Dayapan	Administrative Assistant III	OSDS - Accounting
4.	Rhea Darleen G. Rada	Administrative Assistant II	OSDS - Accounting
5.	Charlene R. Rago	Administrative Assistant III	OSDS - Accounting
6.	Angelique Joy H. Estole	Administrative Aide VI	OSDS- Admin
7.	Johanne Mae J. Razon	Administrative Assistant III	OSDS- Budget
8.	Aeryll Z. Saberola	Administrative Assistant III	OSDS- Cash
9.	Charlene A. Vito	Administrative Aide VI	OSDS- Personnel
10.	Olive G. Divinagracia	Administrative Aide VI	OSDS- Records
11.	Jedi Diah O. Catchuela	Administrative Assistant II	OSDS- Supply
12.	Arjoy C. Demandante	Administrative Assistant III	OSDS- ASDS
13.	Armeen Krystel F. Zubieta	Administrative Assistant III	OSDS- OSDS
14.	Jhenna Lean V. Lubiano	Administrative Assistant II	BANHS
15.	John Marfin M. Tabaquero	Administrative Assistant III	SGOD
16.	Monica T. Cablaida	Administrative Assistant II	TECS
17.	Frederick M. Bulandos	Administrative Assistant III	TECS
18.	Francheska Wynori Jane Q. Zagala	Administrative Assistant II	TWCS I
19.	Feliza M. Nanez	Administrative Assistant III	TWCS I
20.	Ronnie M. Rosales	Administrative Assistant II	WPNHS
21.	Hazel J. Hernandez	Administrative Assistant III	LPIHS
22.	Nixon Leonard R. Capati	Administrative Aide IV	LPIHS
23.	Neil Elaine P. Arriola	Administrative Assistant II	BANHS

Enclosure 2

Program Matrix – May 22, 2025

TIME	ACTIVITY	FACILITATOR
8:00 – 8:30 a.m.	Lupang Hinirang Prayer Bagong Pilipinas Pledge DepEd Quality Policy CALABARZON March Tayabas Hymn	DALE M. SALAZAR Administrative Aide II
	Roll Call of Participants	MA. ANGELICA T. VILLALBA Administrative Assistant III
	Welcome Remarks	HERBERT D. PEREZ ASDS
	Inspirational Message	CELEDONIO B. BALDERAS JR. Schools Division Superintendent
8:30 -9:00 a.m.	Pre-Test	MARILOU C. CUATERO Administrative Assistant III OSDS- Accounting Unit
8:30 -10:30 a.m.	Discussion of Travelling Expenses guidelines	MARILOU C. CUATERO Administrative Assistant III OSDS- Accounting Unit
10:30 – 10:45 a.m.	Health Break	
10:45 – 11:15 a.m.	Discussion on Computation of per diem	MARILOU C. CUATERO Administrative Assistant III OSDS- Accounting Unit
11:15- 11:45 p.m.	Post Test	MARILOU C. CUATERO Administrative Assistant III OSDS- Accounting Unit
11:45-12:00 nn	Closing Remarks	AGNES M. LUZADAS Accountant III

Enclosure 3

Technical Working Committee (TWC)
May 22, 2025

Over all Chairperson: **CELEDONIO B. BALDERAS JR.**
Schools Division Superintendent
HERBERT D. PEREZ
Assistant Schools Division Superintendent

Co- chairpersons: **AGNES M. LUZADAS**
Accountant III

Committee	Person/s In-charge	Terms of Reference
Over-all Program	Marilou C. Cuaterno Administrative Assistant III	<ul style="list-style-type: none"> • Manage the conduct of activity • Prepares memos/advisories
Documentation	Ma. Angelica T. Villalba Administrative Assistant III	<ul style="list-style-type: none"> • Assist the proponent in preparation of memos, program design and invitations. • Taking of pictures from opening until closing programs.
Resource Speakers/Facilitators	Marilou C. Cuaterno Administrative Assistant III	<ul style="list-style-type: none"> • Lead/s the discussion of topics. • Facilitate/s training-workshop.
Support Staff/s	Rhea Darleen G. Rada Administrative Assistant II Dale M. Salazar Administrative Aide II	<ul style="list-style-type: none"> • Assist/s the session facilitators/s in the presentation of slide decks. • Ensure/s that sound system and projectors are properly set up. • Manage/s unexpected system glitches.
Certificate	Charlene R. Rago Administrative Assistant III Krizia Faye C. Dayapan Administrative Assistant III	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance. • Master of Ceremony