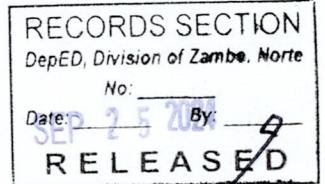




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

September 25, 2024

Division Memorandum

No. 514 s. 2024

SUBMISSION OF TRAVEL DOCUMENTS FOR REIMBURSEMENT OF TRANSPORTATION EXPENSES INCURRED DURING THE ATTENDANCE TO THE REGIONAL TRAINING OF TEACHERS AND SCHOOLS HEADS IN MULTIGRADE SCHOOLS

TO: Public Schools District Supervisors
Concerned Elementary School Heads
Concerned Teachers
All Others Concerned

1. In reference to the Sub-Allotment Release Order No. RO-9-ZN-24-08-0805 with reference FY 2024 GAAAO dated January 2, 2024, which covers the transportation expenses of the participants during the conduct of the Regional Training of Teachers on Multigrade Instruction in the Last Mile Schools and Regional Training of School Heads on Instructional Supervision in Multigrade Schools conducted last **July 22-26, 2024** and **September 16-20, 2024** respectively at **Mibang Hotel, Dipolog City**, this office hereby requests the submission of travel documents for the reimbursement of transportation expenses.
2. The travel documents shall be reviewed by the School/District Administrative Officers/Assistants prior to submission to this office to ensure the accuracy, completeness and veracity of documents and other supporting attachments. The actual list of participants is enclosed in this memorandum. Each claim shall be limited to a maximum of one thousand five hundred pesos (Php 1,500.00) per participant. Any remaining balance for actual travel expenses may be supplemented using the School Local Funds/MOOE.
3. All submitted travel documents and claims shall be chargeable against downloaded Current Appropriations on Multigrade Education/Local Funds subject to usual accounting and auditing rules and regulations. The deadline for the submission of documents to this office is on or before October 15, 2024.
4. For more information and clarification, please contact ZYHRINE P. MAYORMITA EdD, Chief Education Supervisor, CID zyhrine.mayormita001@deped.gov.ph and EPS ARCELITA B. ZAMORAS arcelita.zamoras@deped.gov.ph 09177069897.
5. Immediate and wide dissemination of this Memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

CID/abz/Submission of Documents for Reimbursement of Transportation Expenses /09252024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
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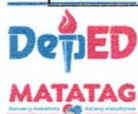
Enclosure to Division Memorandum No. ___ s. 2024

**PARTICIPANTS TO THE REGIONAL
TRAINING OF SCHOOL HEADS ON INSTRUCTIONAL SUPERVISION
OF MULTIGRADE SCHOOLS
September 16-20, 2024 @Mibang Hotel, Dipolog City**

DISTRICT	Name of School Head	Position	School
La Libertad	VERGO A. BAGARINAO	HEAD TEACHER I	STA. CRUZ ES
Rizal	MERIAM C. DINGLASA	HEAD TEACHER I	NILABO ES
	HARVEY PINGKIAN	Head Teacher I	Mapang ES 2
	RUTH P. LUMAYAO	HEAD TEACHER I	TUBAK ES
Pinan	Adelina Namit	HEAD TEACHER I	Desin ES
	Joy J. Tindog	Teacher III/SOIC	Boboringan ES
Sergio Osmeña 1	JEANELLY G. SALAPAN	HEAD TEACHER I	ANTONINO ES
Katipunan 1	RUSKIE T. GUMANGCAM	SCHOOL HEAD/TIC	GULAPA ES
Roxas 2	NHYZL V. NAZARENO	HEAD TEACHER I	LABAKID ES
Sindangan South	ROJIE L. PATOC	T-III/TIC	DIPODOG ES
Siayan	ALGLENN L. ANDUS	HEAD TEACHI	DIONGAN ES
Godod	MINDA O. BACSAL	HT-1	DELUCOT ES
Salug 2	DARWIN A. ABRIGANA	HEAD TEACHER I	IPILAN ES
Labason	Emma I. Magana	Teacher III/SOIC	San Isidro ES
Baliguian	MARLON L. ABING	T-1/TIC	TAMAO ES
Siocon	RODOLFO J. RAMAYLA	HEAD TEACHER II	J. CAMATURA ES
Sirawai	Amena Maing Lumandong	Head Teacher II	Lambog Jubael ES
Sibuco	Annie Grace Tubat	T-1/TIC	Litawan ES

**PARTICIPANTS TO THE REGIONAL
TRAINING OF TEACHERS ON MULTIGRADE INSTRUCTION
IN THE LAST MILE SCHOOLS
July 22-26, 2024 @ Mibang Hotel, Dipolog City**

DISTRICT	Name of Teacher/s
Polanco 1	Nimsi B. Sabijon
Polanco 2	Grestel C. Aragon
Sergio Osmeña 1	Cristina Paulican
	Coleen M. Villanueva
Sergio Osmeña 2	Rodolfo M. Retes



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	Kirtztine Jean P. Maagda
Mutia	Regen C. Jarmin
	Mary Joy C. Penaran
	Mary Grace L. Balolong
Piñan	Julius L. Paro
	Maria Luna B. Dagpin
	ADELINA NAMIT- Facilitator
La Libertad	MARGIE C. TIZON
	VERGIE N. BRILLANTES
	RUTCHELLE AVILA
Sibutad	Riena A. Pantoja
	Mildred A. Tagapan
Rizal	EDELYN G. SAMSON
	MARY JANE FELARCA
	ROSIFEL F. DANDROY
	HARVEY M. PINGKIAN- Facilitator
Katipunan 1	WILSON E. MAMANDA
	ARVIN G. REFUGIO
	Honey Grace L. Ceprado
	MARIO D. AM-IS
	Sara Jane B. Bodiongan
Katipunan 2	Roger P. Dago-oc
	Ma Nympha G. Fiel
Roxas 1	CLARA C. PACARO
	JESSEL A. BAYOBAY
Roxas 2	MELDA B. NOMO
	JENNIFER A. BERSABAL
Manukan 1	MEDALYN T. RETES
Ponot	Marissa H. Dingal
Sindangan North	Lyenn P. Sunogan
Sindangan Central	Maria Crista Niña A. Bagayo



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Sindangan South	Amalyn M. Anseling
	Analiza O. Magallanes
	Eleboy V. Am-is
Siayan	Christian B. Maglangit
	Cheryl Alon
	Jennifer Enderez
	Rowena A. Atay
	JESTONI L. PASTIAS-Facilitator
Bacungan	Annabel B. Zayas
Godod	Leviboy C. Gepitulan
	Jianne P. Templado
	Edelita M. Anggot
Salug 2	Anabel C. Camasura
	Marifel L. Talledo
	Melba D. Tarajie
Liloy 1	Caroline B. Arnas
	Alan G. Delatado
Liloy 2	Lilibeth A. Balucan
Labason	Rosalie Q. Pamor
	Arnel D. Lamdag
Kalawit	JOSEPHINE S. PAUSAL
Gutalac 1	MERLITA G. REDOUBLE
Gutalac 2	Maryjane M. Enot
	Rowena E. Lamdag
	Khenne D. Crispino
Baliguian	JUNREL C. MOGAWA
	RACHEL M. UCAB
	AUROJA S. BANGUIH
	ALCHINE B. BIAJE
Siocon	Monica Dianne D. Dingcong
	Cherrie Ann V. Ramayla
	Anecito B. Sienes, Jr.
	Amelita T. Entes



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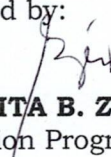


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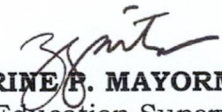
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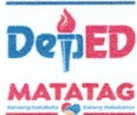
	Michael M. Guinagag
Sirawai	Karsuma H. Lakim
	Muling H. Unding
	Analiza K. Ellih
	Redzwan E. Karil
Sibuco	Baby Jane Sanchez
	Cherry E. Guinilac
	Michael Egonia
	Loraine Gumotud
	Marjon Amaro
Schools Division Office and Medical Staff	EPS Arcelita B. Zamoras- Facilitator
	SEPS Robert I. Poculan III
	Nicollette Ria E. Tangon
	Lorene A. Velasco
	Gekabel V. Maguinsay
	Ma. Gina M. Chiong-Nurse
	Marigold B. Rillera-Nurse
Rhochine Shyne D. Ratificar-Nurse	

Prepared by:


ARCELITA B. ZAMORAS
Education Program Supervisor

Noted:


ZYHRINE P. MAYORMITA EdD
Chief Education Supervisor- CID



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