



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

10 MAR 2026

**DIVISION MEMORANDUM**

CID-2026- 019

**GUIDELINES FOR TRAVEL EXPENSE REIMBURSEMENT DUE TO THE  
POSTPONEMENT OF SNED WORKSHOPS ON SCHOOL HEADS DEVELOPMENT  
PROGRAM (SHDP) AND TEACHER INDUCTION PROGRAM (TIP)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit/Section Heads  
Concerned School Head ) HVMES  
All Others Concerned

1. In view of Regional Memorandum No. 303, s. 2026 and Advisory dated March 2, 2026, regarding the postponement of the Validation and Finalization Workshops for the Special Needs Education (SNED) Resource Packages, specifically the School Heads Development Program (SHDP) and the Teacher Induction Program (TIP), the Bureau of Learning Delivery informs all concerned personnel of the guidelines on the reimbursement of travel expenses incurred in connection with the originally scheduled activities.

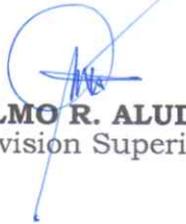
2. Pursuant to Memorandum FS-AD-2026-001 issued by the Accounting Office, participants who purchased travel tickets prior to the official cancellation/postponement of the activity may request reimbursement of the expenses incurred.

3. To facilitate the processing of reimbursement claims, affected personnel are required to submit the following documents to the Schools Division Office (SDO) Accounting Unit:

- a. Approved Authority to Travel
- b. Original or electronic copy invoices/ official receipts for airfare or bus tickets;
- c. Travel itinerary; and
- d. Copy of the original activity memorandum

4. Attached are the copies of the Regional Memorandum and Advisory for reference.

4. For information and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl: As stated  
Reference: As stated

To be included in the Perpetual Index  
Under the following subject:

TRAVEL

ARO/ DM-Guidelines for Reimbursement Travel Expense SNED Workshops  
2604059//26101/March 9, 2026



DepEd Batac City



batac.city@deped.gov.ph

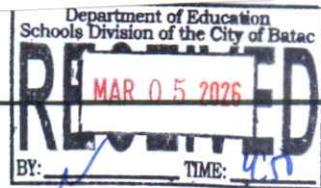


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SDCB RECORDS UNIT  
2604059



Republic of the Philippines  
**Department of Education**  
REGION I



MAR 05 2026

**REGIONAL MEMORANDUM**

No. 303 s. 2026

**GUIDELINES FOR TRAVEL EXPENSE REIMBURSEMENT DUE TO THE POSTPONEMENT OF SNED WORKSHOPS ON SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) AND TEACHER INDUCTION PROGRAM (TIP)**

To: Schools Division Superintendents

- In reference to the Advisory dated March 2, 2026 issued by the Bureau of Learning Delivery (BLD) regarding the postponement of the Validation and Finalization Workshops for the Special Needs Education (SNED) Resource Packages, specifically the School Heads Development Program (SHDP) and the Teacher Induction Program (TIP), the Bureau of Learning Delivery informs all concerned personnel of the guidelines on the reimbursement of travel expenses incurred in connection with the originally scheduled activities.
- Pursuant to Memorandum FS-AD-2026-001 issued by the Accounting Office, participants who purchased travel tickets prior to the official cancellation/postponement of the activity may request reimbursement of the expenses incurred.
- To facilitate the processing of reimbursement claims, affected personnel are required to submit the following documents to their respective Schools Division Office (SDO) Accounting Unit:
  - Approved Travel Authority;
  - Original or electronic invoices/official receipts for airfare or bus tickets;
  - Travel itinerary; and
  - Copy of the original activity memorandum.
- For further information, please contact the BLD-SID by email at [bld.od@deped.gov.ph](mailto:bld.od@deped.gov.ph), copy furnished to [bld.sid@deped.gov.ph](mailto:bld.sid@deped.gov.ph) or through telephone number 8673 - 4346.
- For information and guidance.

For the Regional Director:

**RHODA T. RAZON**  
Director III *[Signature]*



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 3



Encl.: List of Participants

Reference: Advisory from the Bureau of Learning Delivery dated March 2, 2026

To be included in the Perpetual Index  
Under the following subject

TRAVEL

CLMD/magd/RM\_TravelExpenseReimbursement  
March 5, 2026



**LIST OF PARTICIPANTS**  
**WORKSHOPS ON THE VALIDATION AND FINALIZATION OF RESOURCE**  
**PACKAGES ON SPECIAL NEEDS EDUCATION FOR THE TEACHER INDUCTION**  
**PROGRAM AND SCHOOL HEADS DEVELOPMENT PROGRAM FOR SPECIAL**  
**NEEDS EDUCATION**

**School Heads Development Program**

ACTIVITY	NAME OF PARTICIPANT	SDO
Workshop on the Validation of Resource Packages on Special Needs Education for the for the School Heads Development Program	1. Mary Eu Ann R. Ordoño	La Union
	2. Gina M. Perez	La Union
Workshop on the Finalization of Resource Packages on Special Needs Education for the for the School Heads Development Program	1. Nida V. Arizo	Pangasinan I
	2. Wilfredo Sanidad Jr.	Ilocos Sur

**Teacher Induction Program**

ACTIVITY	NAME OF PARTICIPANT	SDO
Workshop on the Validation of Resource Packages on Special Needs Education for the Teacher Induction Program	1. Ma. Imelda A. Infante	Dagupan City
	2. Mely E. Repollo	Batac City
Workshop on the Finalization of Resource Packages on Special Needs Education for the Teacher Induction Program	1. Richard A. Tambio	Pangasinan II
	2. Marilou M. Alejo	Urdaneta City



Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING DELIVERY

**ADVISORY**  
**March 2, 2026**

**Guidelines for Travel Expense Reimbursement due to the Postponement of SNED Workshops on School Heads Development Program (SHDP) and Teacher Induction Program (TIP)**

In light of the postponement of the Validation and Finalization Workshops for the Special Needs Education (SNED) Resource Packages, specifically the School Heads Development Program (SHDP) and the Teacher Induction Program (TIP), this advisory is issued to guide participants on the reimbursement process for travel expenses incurred in connection with the originally scheduled event.

Pursuant to Memorandum FS-AD-2026-001 issued by the Accounting Office, participants who purchased travel tickets prior to the official cancellation of the activity may request reimbursement of the expenses incurred. To facilitate the processing of such claims, the following documents must be submitted to the respective Accounting Office:

- Approved travel authority
- Original or electronic invoices for airfare or bus tickets
- Travel itinerary
- Copy of the original activity memorandum

Please note that any refunds already received from airlines or travel agencies must be declared. Such amounts shall be deducted from the total reimbursement claim to ensure accurate and proper accounting.

Attached for reference are the Postponement Memorandum issued by the Office of the Chief of Staff and the Accounting Office's Memorandum authorizing these claims. All submissions shall remain subject to existing accounting and auditing rules and regulations. Affected participants are encouraged to act promptly to facilitate the timely processing of their claims.

  
**GERSON MARVIN M. ABESAMIS**  
Director IV



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Republic of the Philippines  
**Department of Education**  
FINANCE SERVICE  
Accounting Division

**MEMORANDUM**  
FS-AD-2026- 001

**FOR:** **GERSON MARVIN M. ABESAMIS**  
Director IV  
Bureau of Learning Delivery

  
**FROM:** **WILMA P. ECALNIR**  
Accountant IV  
OIC, Chief Accountant

**SUBJECT: INQUIRY AND REQUEST FOR GUIDANCE ON THE REIMBURSEMENTS OF TRAVEL EXPENSE FOR THE VALIDATION WORKSHOPS OF RESOURCE PACKAGES ON THE SPECIAL NEEDS EDUCATION SCHOOL HEADS DEVELOPMENT PROGRAM AND TEACHER INDUCTION PROGRAM**

**DATE:** February 24, 2026

Based on the information provided, participants who booked their tickets prior to the announcement of the cancellation of the activity due to Typhoon Uwan may request reimbursement for the expenses incurred in purchasing the said tickets.

Participants must submit the following documents in claiming the reimbursements:

- Approved Travel Authority
- Plane Ticket (Itinerary)
- Airfare original invoice or electronic invoice (if purchased directly online)
- Bus Ticket or Reservation
- Memo by the Secretary/Chief of Staff on the postponement of the activity
- Memo by the Strand concerned allowing the reimbursement of related expenses incurred prior to the postponement of the said activity
- Other documents to support the claims

It should likewise be noted that any refund received from the airline, bus companies and travel agencies shall be deducted from the total cost of the expenses being claimed for reimbursement.

All reimbursement claims shall be subject to existing accounting and auditing laws, rules, and regulations.

For your information and appropriate action.

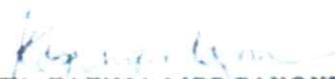


Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM  
OM GUOPS-2025

FOR

  
**ATTY. FATIMA LIPP PANONTONGAN**  
*Chief of Staff and Undersecretary*

FROM

  
**MALCOLM S. GARMA**  
Undersecretary  
Office of the Undersecretary for Governance and Operations

SUBJECT

**POSTPONEMENT OF ALL DEPED CENTRAL OFFICE-INITIATED  
EVENTS AND ACTIVITIES IN ANTICIPATION OF THE IMPACTS OF  
TYPHOON UWAN**

DATE

November 8, 2025

In light of the ongoing threat posed by Typhoon "UWAN," which is anticipated to impact over nine regions in the country, the Office of the Undersecretary for Governance and Operations, through the Disaster Risk Reduction and Management Service (DRRMS), advises **postponing all DepEd Central Office-initiated events and activities scheduled for November 10-14, 2025**. This precautionary measure is taken due to the expected effects of the super typhoon.

This proactive step aligns with the Department's commitment to preventive and preparedness strategies, and it is consistent with the anticipatory actions of the National Disaster Risk Reduction and Management Council (NDRRMC) to ensure the safety and protection of all learners and DepEd personnel from the storm's impacts.

If you have any questions or require additional information, please feel free to reach out to the Disaster Risk Reduction and Management Service via email at [drrms@deped.gov.ph](mailto:drrms@deped.gov.ph) or by phone at 8635-3764 / 8637-4933.

Your prompt attention to this matter is appreciated.

