



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director



ADVISORY NO. 411 2025
October 21, 2025

*In compliance with DepEd order (DO) No. 8, s. 2013,
this advisory is issued not for endorsement per DO No. 28, s. 2001 but only for the
information of DepEd officials, personnel/ staff, as well as the concerned public.
(Visit www.depedro9.info)*

**CHANGE OF SCHEDULE AND PARTICIPANTS ON THE ACTIVITY ENTITLED
“IMPROVING THE WORKFLOW: A RE-ORIENTATION ON TRAVEL
CLAIMS AND ACCOUNTING FORMS”**

Please be advised of the following necessary changes regarding the
upcoming activity, **“Improving the Workflow: A Re-orientation on Travel Claims
and Accounting Forms”**:

Details	Original Information	New Information
Schedule	October 29, 2025	October 27, 2025
Venue	3 rd Floor, Conference Hall, DepEd ROIX, Balintawak, Pagadian City	No Changes
Target Participants	1. Ana Marie Yuson 2. Melvin Maghuyop 3. Ian Christopher Alayon	1. Michaila Bustria 2. Aisha Macaagir 3. Denno Ederosas

For information and guidance.

PSDC/WYI/sap
029/October 21, 2025



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Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

September 25, 2025

OFFICE MEMORANDUM

No. 402, s. 2025

**IMPROVING THE WORKFLOW: A RE-ORIENTATION ON TRAVEL CLAIMS
AND ACCOUNTING FORMS**

**TO: Assistant Regional Director
Functional Division Chiefs
Finance Personnel
Administrative Assistants
Personnel In-Charge of Processing Claims per FDs
All Other Concerns
This Region**

1. Please be informed that the Finance Services Division will conduct a **Re-orientation on Travel Claims and Accounting Forms** on **October 29, 2025 (Wednesday)**, from **8:00 AM to 5:00 PM**, at the **3rd Floor Conference Hall, DepEd Regional Office IX, Balintawak, Pagadian City**.
2. This activity aims to ensure the **efficient and accurate processing of travel claims** and the **proper utilization of accounting forms**, which are essential for maintaining financial integrity and operational efficiency. The training seeks to **standardize procedures, minimize administrative burdens, and enhance staff confidence** in managing travel-related transactions and documentation. Ultimately, this initiative will support a more **streamlined, transparent, and accountable** financial process.
3. Attendance is **mandatory** for the selected and identified Regional Office personnel involved in financial and disbursement processes, as listed in the attached **Annex A (List of Participants)**. Participants are encouraged to bring any relevant documents and questions for discussion during the **open forum session**.
4. For your information and strict compliance.


RUTH L. FUENTES, CESO III
Regional Director

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cc:
The Records Officer
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FIN/PSDC/WYI/sap/OM
047/September 25, 2025



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 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

**IMPROVING THE WORKFLOW: A RE-ORIENTATION ON
 TRAVEL CLAIMS AND ACCOUNTING FORMS**

Date: October 29, 2025

Venue: 3rd Floor, Conference Hall, Balintawak, Pagadian City

List of Participants

No.	Name	Sex	Designation	Division
1	Riza Estosata	M	ADAS – I	ASD
2	Lebert B. Yana	M	AO - II	ASD
3	Neil B. Lasala	M	AO – II	ASD
4	April Joy S. Sinajon	F	AO - I	ASD
5	Gazel Joy Baguio	F	ADA – VI	ASD
6	Kimie Marie M. Aranzado	M	ADA – VI	ASD
7	Wincy Mae B. Alaba	F	ADA – VI	ASD
8	Mardie Medina	M	ADA – VI	ASD
9	Ana Marie Yuson	F	ADA – VI	ASD
10	Sara A. Samin	F	ADAS – I	CLMD
11	Matt Heaven Casonete	M	COS	CLMD
12	Mark Jason G. Roda	M	COS	CLMD
13	Brain Gold King M. Caingcoy	M	COS	ESSD
14	Rechell V. Galang	F	COS	ESSD
15	Merlyn D. Go	F	COS	ESSD
16	Melvin O. Maghuyop	M	COS	ESSD
17	Marchielo B. Sumatra	F	COS	ESSD
18	Ailyn C. Alfante	F	ADAS-I	FTAD
19	Shiela V. Collano	F	ADAS - I	FSD
20	Vanessa B. Laride	F	AO – II	FSD
21	Mark Ariel O. Blanco	M	COS	FSD
22	Ruvinell A. Plaza	F	ADAS-I	HRDD
23	Julius M. Pandan	M	EPS - II	HRDD
24	Angelo B. Malon	M	ADAS - III	NEAP-R



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25	Jackelyn S. Pidalaoan	F	AO - II	ORD
26	Melmar S. Visande	M	ADAS - I	ORD
27	Mullyati T. Ijirani	F	ADAS - I	ORD
28	Efren Angelo Aranzado	M	Statistician - I	PPRD
29	Ranila M. Gentiles	F	ADAS - I	QAD
PMT				
30	Peachy Shane D. Carandang	F	CAO	FSD
31	Lucshil G. Pioquinto	F	SAO	FSD
32	Waren Y. Indoc	M	Accountant III	FSD
33	Bryan F. Rule	M	Accountant II	FSD
34	Mack Angela L. Alayon	F	Accountant II	FSD
35	Leonardo Jr. S. Landicho	M	Accountant I	FSD
36	Ian Christopher C. Alayon	M	Accountant I	FSD
37	April Rose R. Ngojo	F	ADAS - V	FSD
38	Sweetchell A. Pasco	F	ADAS - III	FSD
MANAGEMENT				
39	Ruth L. Fuentes	F	Regional Director	ORD
40	Gregorio Cyrus R. Elejorde	M	Asst. Regional Director	OARD

Prepared by:

SWEETCHELL A. PASCO
 ADAS - III

Noted:

PEACHY SHANE D. CARANDANG, CPA
 Chief, FSD

Recommending Approval:

DR. GREGORIO CYRUS R. ELEJORDE, CESO V
 Assistant Regional Director

Approved:

RUTH L. FUENTES, CESO III
 Regional Director

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