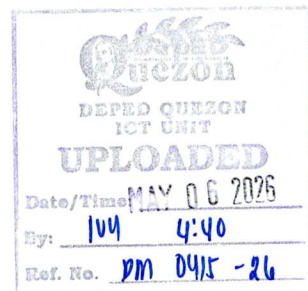




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



5 May 2026

DIVISION MEMORANDUM

No. 0415, s. 2026

SUBMISSION OF TRAVEL REIMBURSEMENT REQUIREMENTS OF PARTICIPANTS IN THE REGIONAL TRAINING ON ASSESSMENT ALIGNMENT OF CLASSROOM AND NATIONAL ASSESSMENTS

To: Assistant Schools Division Superintendents
SGOD & CID Chiefs
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Division Memorandum No. 1270, s. 2025, titled "*List of Participants, Core Faculty, and Program Management Team in the Regional Training for the Alignment of Classroom and National Assessments,*" conducted on January 13–16, 2026 (Batch 1) and January 20–23, 2026 (Batch 2) at MI Sevilla Resort, Barangay Domoit, Lucena City, all concerned participants are hereby directed to submit their complete travel reimbursement requirements relative to this activity on or before May 14, 2026 at the Curriculum Implementation Division (CID), DepEd Division Office, 2nd Floor, Library Hub Building.
2. Please refer to Enclosure 1 for the reimbursement requirements and the names of the participants based from the original Memorandum.
3. Immediate dissemination and strict compliance is desired.


ROMMEL C. BAUTISTA CESOY
Schools Division Superintendent

cid-ims/ceao/rqn/5/05/2026

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure No. 1 to DM No. N415 s. 2026

The following are the list of travel reimbursement requirements:

- Memorandum
- Original Authority to travel / Locator slip
- Itinerary of Travel
- Certificate of Travel Completed
- Original Copy of Certificate of Appearance
- Photocopy of Certificate of Participation
- Receipt / ticket (Bus, Taxi, Van, Air Fare)
- Certification of Expenses not Requiring Receipt (CENRR) for 300 or less.
- Reimbursement Expense Receipt (RER) for more than 300 but not exceeding 1000/
Acknowledgement Receipt (AR) for more than 1000.

LIST OF PARTICIPANTS (SCIENCE)

No.	Name	Designation	Schools	Allotted Amount	Remarks
1	Janice B. Albacea	Master Teacher I	Aurora CES Annex I	2,000.00	No document submitted
2	Marezal M. Villaraza	Master Teacher I	Matinik ES	2,000.00	submit CENRR Lopez to Sevilla (250) Sevilla to Lopez (250)
3	Ma. Salome Tesalona	Teacher III	Lutucan CES	2,000.00	No document submitted
4	Lilibeth R. Castillejo	Master Teacher I	Aurora ES	2,000.00	No document submitted
5	Rodalyn S. Mendoza	Teacher III	Perez West	2,000.00	No document submitted
6	Dexter D. Demin	Teacher III	Patnanungan CS	2,000.00	No document submitted
7	Leonora T. Cuyos	Master Teacher I	Tamnao ES	2,000.00	No document submitted
8	Maylene Coronacion	Master Teacher I	General Nakar CS	2,000.00	No document submitted

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

9	Felisa T. Cantara	Master Teacher II	Sta Rosa ES	2,000.00	No document submitted
10	Sandy D. Remoroza	Teacher I	Perez NHS	2,000.00	submit boat ticket, RER, or CENRR (transpo Perez to Sevilla (1000) Sevilla to Perez-1000)
11	Remrena Venesha D. Santamina	Teacher III	Malusak ES	2,000.00	No document submitted
12	Jonalyn Tagulinao	Master Teacher II	Lutgarda Causapin ES	2,000.00	No document submitted
13	Rosales M. Glorioso	Master Teacher I	Pagbilao CES	2,000.00	No document submitted
14	Elvira Q. Castillo	Master Teacher I	Gangahin ES	2,000.00	submit travel completed
15	Roselle V. Pareja	Master Teacher I	Atimonan CS Annex	2,000.00	submit CENRR Atimonan to Sevilla (300) and Sevilla to Atimonan (300)
16	Maribel O. Capilit	Teacher III	Gumaca West CS	2,000.00	No document submitted
17	Ericson C. Mangubat	Teacher III	Quezon Science HS	2,000.00	No document submitted
18	John Bera V. Fermin	Teacher III	PSLIS	2,000.00	No document submitted
19	Ma. Yngel P. Berayo	Teacher III	Maligaya INHS	2,000.00	No document submitted
20	Josephine V. Lopez	Teacher III	Bignay ES	2,000.00	No document submitted
21	Gemma Rose P. Bernardo	Teacher I	Quezon Science HS	2,000.00	No document submitted

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

22	Aira C. Gonzales	Master Teacher II	Atimonan NCHS	2,000.00	No document submitted
23	Sherwin R. Almonte	Teacher I	Patnanungan NHS	2,000.00	No document submitted
24	Kathrine K. Belda	Teacher III	Dagatan NHS	2,000.00	No document submitted
25	Loida S. Otico	Master Teacher II	Bondoc Peninsula Agri. HS	2,000.00	No document submitted
26	Warren O. Cada	Master Teacher II	Pagsangahan NHS	2,000.00	No document submitted
27	Gideon Louis T. Tranas	Teacher III	Lopez NCHS	2,000.00	No document submitted
28	Melanie L. Morejon	Master Teacher I	Godofredo M. Tan ISAT	2,000.00	No document submitted
29	Shereden Katigbak	Teacher II	Gov. Anacleto C. Alcala NHS	2,000.00	No document submitted
30	Jonas T. Roy	Teacher I	Pagsangahan NHS	2,000.00	No document submitted
31	Erika Lourine Kate A. Carvantes	Teacher II	Unisan NHS	2,000.00	No document submitted
32	Ruel D. Arcega	Master Teacher II	Lopez NCHS	2,000.00	No document submitted
33	Kareen C. Avecilla	Teacher III	Patnanungan NHS	2,000.00	No document submitted
34	Giane D. Alvarez	Teacher II	Unisan NHS	2,000.00	No document submitted
35	Odessa U. Noscal	Teacher III	Balubad IS	2,000.00	No document submitted
36	Mignonette M. Oblefias	Teacher I	Quezon NHS	2,000.00	No document submitted

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

LIST OF PARTICIPANTS (ENGLISH)

No.	Name	Designation	Schools	Allotted Amount	Compliance
1	Rapunzel V. Arejola	Master Teacher I	Atimonan Central ES	2,000.00	submit xerox copy of certificate of participation
2	Charisse Joyce D. Enriquez	Teacher III	Sampaloc ES Main	2,000.00	No document submitted
3	Realou E. Anoso	Teacher III	Mauban South CES I	2,000.00	No document submitted
4	Jennie H. Munoz	Master Teacher I	Candelaria ES Main	2,000.00	No document submitted
5	Gina V. De Leon	Master Teacher I	Candelaria ES 1 &2	2,000.00	No document submitted
6	Divina o. Ella	Teacher III	PEL I	2,000.00	No document submitted
7	Victoria C. Robles	Master Teacher II	Ilayang Yuni ES	2,000.00	No document submitted
8	Allan A. Talain	Teacher III	Tuhian ES	2,000.00	No document submitted
9	Enelyn M. Magnaye	Master Teacher I	Concepcion ES	2,000.00	No document submitted
10	Maria Ayesa C. Ursabia	Master Teacher I	Malinao Ilaya ES	2,000.00	submit CENRR Atimonan to Sevilla (300) Sevilla to Atimonan (300)
11	Nimfa N. Realingo	Master Teacher I	Binahaan IS	2,000.00	No document submitted
12	Maria Cecelia A. Canales	Master Teacher II	Atimonan Central ES	2,000.00	attach xerox copy of certificate of participation
13	Jamaica B. Magbiray	Teacher III	Sampaga ES	2,000.00	No document submitted
14	Daisy Perello	Master Teacher II	Buenavista ES	2,000.00	No document submitted

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

15	Mary Gene A. Amandy	Master Teacher II	Alabat CES	2,000.00	No document submitted
16	Luzviminda P. Ware	Master Teacher I	Gumaca NHS	2,000.00	No document submitted
17	Herbert N. Doce	Master Teacher II	Atimonan NCHS	2,000.00	No document submitted
18	Irene D. Libit	Teacher III	Dagatan NHS	2,000.00	No document submitted
19	Lirio G. Parale	Master Teacher I	Talipan NHS	2,000.00	No document submitted
20	Racquel L. Jarella	Master Teacher II	Quezon NHS	2,000.00	No document submitted
21	Lucita L. Boongaling	Teacher III	Lutucan NHS	2,000.00	No document submitted
22	Mary Grace M. Banal	Teacher I	Quezon Science HS	2,000.00	No document submitted
23	April M. Dizon	Teacher II	Atty Celso M. Reyes INHS	2,000.00	No document submitted
24	Jenina Nicole L. Tagudin	Teacher III	Quezon Science HS	2,000.00	No document submitted
25	Jhon Rey Y. Ayangco	Teacher II	Dr. Maria D. Pastrana NHS	2,000.00	No document submitted
26	Maryvel R. Loresto	Teacher III	Atimonan NCHS	2,000.00	No document submitted
27	Lester M. Tanada	Teacher III	Lutucan NHS	2,000.00	No document submitted
28	Shiela Nina L. Rea-Santes	Master Teacher II	PSLIS	2,000.00	No document submitted
29	Anna Neren P. Villamiel	Teacher II	Gumaca NHS	2,000.00	submit CENRR Gumaca to Sevilla (230) and Sevilla to Gumaca (230)
30	Joyyeth Marrie T. Bautista	Master Teacher I	Lopez NCHS	2,000.00	No document submitted
31	Marilou D. Maas	Master Teacher II	BPAHS	2,000.00	No document submitted
32	Norminda B. Racelis	Master Teacher II	PSLIS	2,000.00	No document submitted

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

33	Rona Jean M. Mortega	Teacher I	Buenvista NHS	2,000.00	No document submitted
34	Amihan D. Fortus	Teacher III	Dr Panfilo Castro NHS	2,000.00	No document submitted
35	Aireen G. Espulong	Teacher III	Lutucan NHS	2,000.00	No document submitted
36	Ma. Teresa D. De Guzman	Master Teacher II	PSLIS	2,000.00	No document submitted
37	Abraham A. Sanchez	Master Teacher I	Pagbilao NHS	2,000.00	No document submitted
38	Dominic P. Almirez	Teacher III	Dr. Maria D. Pastrana NHS	2,000.00	No document submitted
39	Leonila P. Figuerra	Master Teacher I	San Isidro NHS	2,000.00	No document submitted

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

LIST OF PARTICIPANTS (MATHEMATICS)

No.	Name	Designation	Schools	Allotted Amount	Compliance
1	Maria Concepcion L. Edaugal	Master Teacher I	Macalelon CES	2,000.00	
2	Grace A. Pullos	Master Teacher II	Atimonan CES	2,000.00	RER no signature of witness, please re-submit and xerox copy of certificate of participation
3	John Darryl B. Arit	Teacher III	Lalaguna ES	2,000.00	submit CENRR Official station to Sevilla (120) and Sevilla to Official Station (120)
4	Aron Jezriel C. Tan Pian	Teacher II	Candelaria ES Main	2,000.00	No document submitted
5	Marites D. Bernal	Master Teacher II	Lusacan ES-Tiaong	2,000.00	No document submitted
6	Henry H. Escovilla	Teacher III	Lina Gayeta Lasquety NHS	2,000.00	No document submitted
7	Aldrin D. Pabella	Teacher III	PSL	2,000.00	No document submitted
8	Michelle T. Gonzales	Teacher III	Lusacan NHS	2,000.00	submit CENRR Lusacan NHS to M.I Sevilla 120 and M.I. Sevilla to Lusacan NHS 120
9	Roxan P. Belen	Teacher III	Perez NHS	2,000.00	submit boat ticket, RER, or CENRR (transpo Perez to Sevilla (1000)

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

					Sevilla to Perez- (1000)
10	Jocelyn P. Marino	Master Teacher I	Atimonan NCHS	2,000.00	No document submitted
11	Jhonel M. Mujat	Master Teacher I	Alabat Island NHS	2,000.00	No document submitted
12	Mara Jean B. Jordan	Teacher III	Binahaan IS	2,000.00	No document submitted
13	Richard R. Cabangon	Master Teacher I	Gumaca NHS	2,000.00	submit CENRR for transportation
14	Divina V. Aman	Teacher III	Burdeos NHS	2,000.00	No document submitted
15	Hermenegildo R. Pineda	Master Teacher II	Quezon SHS	2,000.00	No document submitted
16	Anabel S. Sollano	Teacher III	Quezon NHS	2,000.00	No document submitted
17					submit original copy of appearance submit CENRR from Lusacan NHS to Sevilla (120) and Sevilla to Lusacan NHS (120)
	Reyner D. Pena	Master Teacher I	Lusacan NHS	2,000.00	
18	Wilson P. Oflaria	Teacher II	Camohaguin NHS	2,000.00	No document submitted

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

PROGRAM MANAGEMENT TEAM

No.	Name	Designation	Schools	Allotted Amount	DATE
1	Abner L. Pureza	EPS	SDO Quezon	4,000.00	January 13-16 & 20-23, 2026'
2	Shirley J. Mendoza		Gumaca West	4,000.00	January 13-16 & 20-23, 2026'
3	Marion Joy M. Dator	Master Teacher II	Talipan NHS	4,000.00	January 13-16 & 20-23, 2026'
4	Michelle G. Duma	SEPS, SME	SDO Quezon	4,000.00	January 13-16 & 20-23, 2026'
5	Regina G. Marino	SEPS, HRDS	SDO Quezon	2,000.00	January 13-16, 2026'
6	Lea A. Perez	EPS II, HRDS	SDO Quezon	2,000.00	January 20-23, 2026'

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>