



Republic of the Philippines
Department of Education
Schools Division of Benguet

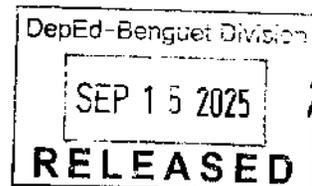
September 11, 2025

DIVISION MEMORANDUM

No. 396 s. 2025

**ORIENTATION ON THE GUIDELINES ON THE SUBMISSION OF CLAIMS
FOR FIELD PERSONNEL BENEFITS**

TO: Public Schools District Supervisors/In-charge
Elementary and Secondary School heads
Administrative Officer II
All Others Concerned



1. Pursuant to DepEd Memorandum No. 383, s. 2025, titled "Guidelines on the Submission of Claims for Field Personnel Benefits," this Office shall conduct an Orientation on the said Guidelines to ensure proper understanding and uniform implementation across all concerned schools and offices.
2. The orientation shall be conducted via Microsoft Teams on **September 17, 2025, 1PM onwards**. The meeting link is <https://acesse.one/Payroll>.
3. The orientation aims to:
 - a. Clarify the procedures and documentary requirements in the submission of claims;
 - b. Address common issues and concerns encountered in the processing of said benefits; and
 - c. Provide technical assistance to School Administrative Officers in the preparation and submission of claims.
4. All School Administrative Officers and other non-teaching directly involved in the process are hereby directed to attend the said orientation.
5. Immediate dissemination of this Memorandum to all concerned is enjoined.


ESTELA P. LEON-CARIÑO EDD, CESO III
Regional Director and 
concurrent Officer-in-Charge
Office of the Schools Division Superintendent