



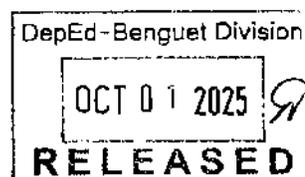
Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

September 26, 2025

**DIVISION MEMORANDUM**  
No. 432 s. 2025

**CORRIGENDUM TO DM No. 346 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. Relative to the Memorandum titled "Orientation on the Guidelines on the Submission of Claims for Field Personnel Benefits," please be informed of the change in the date of the conduct of the activity.

From: September 17, 2025, 1:00 PM onwards

To: October 1, 2025 9:00 AM onwards

2. The orientation shall still be conducted via **Microsoft Teams** through this link: <https://acesse.one/Payroll>
3. All other provisions of the said Memorandum remain the same.
4. 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