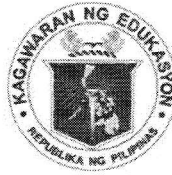


RELEASED  
7229  
By: *[Signature]* Date: JUN 2018



Republic of the Philippines  
**Department of Education**

**ADVISORY**

To All Participants Authorized to Attend in the  
First National Conference of Personnel in the Administrative Services  
Of the Department of Education

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Participants concerned who have purchased plane tickets for the above-stated Conference that was later on postponed as properly advised, please be guided by the following:

1. The conduct of the Conference originally scheduled on June 24-27, 2018 is duly-authorized pursuant to DepEd Memorandum No. 103 s. 2018 dated June 11, 2018.
2. Its POSTPONEMENT to a later date shall be announced thru an appropriate issuance / advisory from the DepEd Central Office.
3. Plane tickets of the authorized participants shall be shouldered by the Central Office (Administrative Service). As such, those who have already purchased plane tickets may request for reimbursement, subject to submission of the following requirements, **in original copy**:
  - 3.1 Approved Travel Authority (by the Head of Office)
  - 3.2 Request for reimbursement (addressed to the undersigned) with indicated Name of Bank, Branch Location and Bank Account No.;
  - 3.3 Issued valid plane ticket and Official Receipt of payment;
  - 3.4 Proof of cancellation of the plane ticket to be issued by the airline;
  - 3.5 Official Receipt of charges / penalties paid due to the cancelation; and

The above requirements should be submitted **not later than June 26, 2018** to:

**Jerald John M. Dikitanan**  
Office of the Director, Administrative Service  
Ground Floor, T. Alonzo Bldg.  
DepEd Central Office  
MERALCO Avenue, Pasig City

Email address: [jmdped@gmail.com](mailto:jmdped@gmail.com)  
Mobile No.: 0918 - 6570616

Please be guided accordingly.

*[Signature]*  
**ROBERT M. AGUSTIN**  
Director IV  
Administrative Service

June 19, 2018

