



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

**OFFICE MEMORANDUM**

FEB 05 2026

No. FD-2026-001

To: OIC – Assistant Regional Director  
OIC – Chiefs  
Section/Unit Heads  
All Others Concerned

**ORIENTATION ON PROCUREMENT PROCEDURES, TRAVEL  
REIMBURSEMENT, AND OPENING OF LBP ACCOUNTS**

1. In line with the Department of Education's efforts to ensure proper, efficient, and transparent financial processes in the Regional Office, this Office, through the Finance and Administrative Services Division, hereby informs all personnel of an orientation to be conducted on **February 9, 2026 (Monday)** at **2:00 PM** at the **Office Lobby**.
2. The orientation will cover the following topics:
  - A. **Overview of the Procurement Procedures**
  - B. **Proper Accomplishment of Travel Reimbursement Expenses**
  - C. **Opening of Land Bank of the Philippines (LBP) Account** for salary release and payroll purposes
3. The activity aims to provide clear and simple guidance, address common questions, and ensure that all personnel are well-informed of the procedures related to procurement, travel reimbursement, and payroll.
4. All concerned Regional Office personnel are encouraged to attend, as the topics to be discussed directly affect administrative, financial, and payroll transactions of the Office.
5. For information, guidance, and compliance.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

SMYL/FD-RM/ ORIENTATION ON PROCUREMENT PROCEDURES, TRAVEL REIMBURSEMENT, AND OPENING OF LBP ACCOUNTS/FEBRUARY 5, 2026



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