



**DIVISION MEMORANDUM**

No. 110 s, 2017

**TO :** Division Chiefs  
Division Office Personnel  
Cluster Heads  
Elementary and Secondary School Heads  
Teachers and Nonteaching School-Based Personnel  
This Division

**FROM :** **LEONARDO M. BALALA, CESE**  
OIC-Schools Division Superintendent

**SUBJECT :** **GUIDELINES ON THE IMPLEMENTATION OF ELECTRONIC  
ISSUANCE OF TRAVEL ORDER FOR OFFICIAL TRAVEL  
OF PERSONNEL OF THE CITY SCHOOLS DIVISION OF  
TACURONG**

**DATE :** October 9, 2017

1. For efficiency in the operation of the City Schools Division of Tacurong, the following steps and guidelines in the issuance of Travel Order to personnel of this Division who will go on official travel shall be observed and implemented:

- a. The concerned personnel shall secure and fill-out the prescribed form from the designated personnel who will prepare the Travel Order then have it signed by the approving official before Travel Order be prepared.

For travel requiring attendance of personnel covered with a memorandum coming from higher or other offices, the Schools Division Superintendent, Officer-in Charge or any authorized official shall give permission first for the concerned personnel to go on travel before filling-out the Request Form. When the order is coming from the Schools Division Superintendent, the approved Request Form is enough basis for preparing the Travel Order. For school-based personnel, the Request Form shall bear the name of the concerned Principal as recommending approval.

In no case shall the designated personnel prepare the Travel Order without the Request Form duly filled-out. If applicable, the Memorandum/Communication regarding a particular travel of personnel shall be attached to the Request Form to serve as the basis for preparing the Travel Order.

- b. When Travel Order is already prepared by the designated personnel, the name of the concerned personnel seeking for Travel Order will

appear in the system and the approving official will approve it electronically.

- c. Upon approval, the designated personnel will print the Travel Order. The signature of the approving official will no longer appear in the printed document, instead it bears a notation of **"This TRAVEL ORDER is duly approved, system generated and does not require a signature"**. The designated personnel cannot print the Travel Order when it is not approved by the approving officials.

2. The designated personnel to prepare the Travel Order and approving officials are the following:

To Prepare	Approving Officials
Secretary of the SDS	Schools Div. Superintendent
Secretary of the ASDS	Asst. Schools Div. Superintendent
Secretary of the CID Chief	CID Chief
	SGOD Chief
Secretary of the AO V (Admin.)	Administrative Officer V (Admin.)

3. The Travel Order shall be approved by the Schools Division Superintendent or the highest approving official present. When the officer in-charge is not among the identified approving officials, the Request Form shall be signed by the officer-in-charge and the Travel Order shall be approved by the highest approving official present.

4. It is understood that all travels outside the Division shall be covered by Travel Order and travels outside the Region shall be covered by an Authority to Travel to be signed by the Schools Division Superintendent or any duly authorized official and to be approved by the Regional Director. Hence, school-based personnel shall secure Travel Order from the Division Office when transacting official business with other offices outside the Division. The same procedure in the preparation of Travel Order for school-based personnel shall be observed and applied.

Authority to Travel does not apply to this Memorandum. A separate form for Authority to Travel shall be filled-out.

5. Unapproved/pending Travel Order can be removed by the designated personnel due to cancellation of travel while the approved Travel Order can only be cancelled by the approving official of that particular Travel Order.

6. The T.O. number of the Approved Travel Order will automatically appear on the personnel's DTR on that particular date of travel. Pending, unapproved and cancelled Travel Orders will not appear on personnel's DTR. Necessary attachment/s is/are required to support the Travel Order (i.e. Certificate of Appearance, Certificate of Participation) for submission to the HR Office. DTRs with no support documents shall not be accepted.

7. Attached is a copy of the TRAVEL ORDER REQUEST FORM.

8. Implementation of this Memorandum is effective immediately.

9. Full cooperation and compliance of all concerned is highly enjoined.