



Republic of the Philippines
Department of Education
Region XII
City Schools Division of Tacurong

November 7, 2023

DIVISION MEMORANDUM

OSDS No. 167 s. 2023

**DISSEMINATION OF REGION MEMORANDUM ORD-2023-048 (INTERIM
GUIDELINES FOR THE APPROVAL OF TRAVEL AUTHORITY
OF PERSONNEL TRAVELLING ABROAD)**

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors
Cluster Heads and School Heads
Unit/Section Heads
Teaching and Non-Teaching Personnel
All Others Concerned
This Division

1. Attached is **Region Memorandum ORD-2023-048** titled **INTERIM GUIDELINES FOR THE APPROVAL OF TRAVEL AUTHORITY OF PERSONNEL TRAVELLING ABROAD**, for reference and guidance of all concerned.
2. Cluster heads/school heads are enjoined to discuss/explain this Guidelines to all the teachers and non-teaching personnel under their respective cluster/schools.
3. Wide dissemination and strict compliance of this Memorandum is highly enjoined.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: As stated.
Reference: Region Memorandum ORD-2023-048
Allotment: None
To be indicated in the *Perpetual Index* under the following subjects:

EMPLOYEES LEAVE TRAVEL

ZBP/ADMIN/OSDS/DM/DISSEMINATION OF REGION MEMORANDUM ORD-2023-048 (INTERIM GUIDELINES FOR THE APPROVAL OF TRAVEL AUTHORITY OF PERSONNEL TRAVELLING ABROAD) November 7, 2023



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Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION



October 6, 2023

REGION MEMORANDUM
AD-2023-048

**INTERIM GUIDELINES FOR THE APPROVAL OF TRAVEL AUTHORITY OF
PERSONNEL TRAVELLING ABROAD**

To: Schools Division Superintendents

1. In adherence to DepEd Order 046, s 2022 titled **Amendments to DepEd Order 043 s. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education)** and to support the National Learning Recovery Program of the department, this Office issues these interim guidelines in evaluating and/or recommending and approving travel abroad of teaching, related-teaching, and non-teaching personnel, effective immediately.

2. Application and request for authority on foreign travels inconsequential to the job of **personnel is strictly discouraged during school days** to strengthen engaged time-on-tasks and maximize focus on teaching and learning by the teachers. To ascertain the purpose before endorsing to this Office, the following shall be considered as **valid reasons** for travel abroad:

2.a Attendance to trainings, conferences, workshop, seminars, research presentations, and other similar activities for professional growth and education enrichment;

2.b Medical consultation or treatment of illness and sickness but should be supported with medical certification and other pertinent documents issued by proper authority;

2.c To escort a sick/old member of the immediate family supported with medical certification and other pertinent documents issued by proper authority;

2.d To attend son's/daughter's wedding; and

2.e To attend the interment of any immediate family member.

3. For official purposes, personal reasons, and extreme cases, teaching personnel must adhere to the following measures:

3.1 Foreign Travel on Official Business/Time:

3.1.1 All applications or requests for approval of authority for travel either on official business or official time must satisfy the following minimum standards to be stipulated in the endorsement:

- The purpose of the trip is strictly within the mandate of the requesting government official or personnel;
- The projected expenses for the trip are not excessive;
- The trip must bring substantial benefit to the duties and responsibilities of the personnel, office, school, or Department; and
- **Approval of application for leave to allow the school's division office to appoint a substitute teacher.**



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

3.1.2 Documentary Requirements for Foreign Travel on Official Time or Official Business:

- Endorsement of the Department Secretary;
- Endorsement of the Regional and Division Office;
- Invitation Letter;
- Duly Accomplished Request Form A – Official Travel;
- Itinerary, Program, or Training details;
- CSC Form No. 7 (Clearance Form – ORAOHRA)
- Certificate of substitution from Division Office;
- Written justification, addressed to the Approving Authority and noted by the Recommending Authority explaining the following:
 - Why the travel has to be undertaken during school days;
 - What are the expected benefits from the travel; and
 - How the expected benefits can compensate for the loss of instructional or supervisory time;
- Certificate of No Pending Case
- For Division Chiefs and higher, provide a Special Order designating an Officer-In-Charge, if applicable, so as not to hamper the day-to-day operations of the office; and
- **Certificate of substitution from the school that the appointed substitute teacher shall manage the classes handled by the requesting personnel.**

3.2 Foreign Travel on Personal Purpose

3.2.1 It is informed that no government official or personnel shall be allowed to depart for any travel abroad even if such is for personal purpose without cost to the government unless such official or personnel has obtained:

- Appropriate travel authorization from his/her agency;
- Duly accomplished leave form (CSC Form 6 Revised 2020); and
- His/her absence should not hamper the operational efficiency of the school;

3.2.2 Documentary requirements for travel authority on personal purposes must comply with the following:

- Endorsement of the Schools Division Superintendent (SDO and School Officials and Personnel);
- Letter Request for Travel Authority;
- Duly approved leave application (CSC Form 6 Revised 2020);
- Duly Accomplished Request Form A – Official Travel;
- CSC Form No. 7 (Clearance – ORAOHRA Form)
- Certificate of substitution from Division Office;
- Certificate of No Pending Case;
- For Division Chiefs and higher, provide a Special Order designating an Officer-In-Charge, if applicable, so as not to hamper the day-to-day operations of the office; and



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

- **Certificate of substitution from the school that the appointed substitute teacher shall manage the classes handled by the requesting personnel.**

4. While this Office recognizes the freedom to travel abroad by its personnel, public service continuity and teaching and learning in school should not be jeopardized in the exercise of this right during **school days**, applications of teachers for vacation leave for the purpose of travel abroad with aims cited as for vacation, pleasure, and leisure, to visit cousins, as tourist and other related reasons shall be **disapproved**.

5. However, approval for vacation leave to travel abroad for personal purposes not identified as valid reasons shall only be **approved two weeks after the end of the school year or after the reading of school forms**.

6. To avoid disapproval and inconveniences, the following conditions are to be observed in the processing of requests for travel authority:

- 6.1 To give the approving authority sufficient time to evaluate the request and to ensure alignment to **DepEd Order No. 001, s. 2023 for the allowed signatories**, all applications pertaining to **Foreign Travel on Official Business/Time** must be submitted and received by the **Office of the Regional Director at least 30 days prior to the departure** and must be **signed by the Secretary and released by the Central Office at least 10 days before departure**.

Applications for **other positions** indicated in the said department order must be submitted received and processed by the **Schools Division Office at least 30 days prior to the departure** and must be **signed by the Secretary and released by the Central Office at least 10 days before departure**.

Travel authorities pertaining to **Foreign Travel on Personal Purposes** must be submitted and received by the **Office of the Regional Director at least ten (10) days before the departure date and released by the office at least five (5) days before said date**.

- 6.2 A written justification must be submitted by the concerned party if the request did not comply with the prescribed processing time; and
- 6.3 For changes on the date of travel and request for extension of travel abroad, **the same requirements and timelines stipulated in the memorandum shall be followed**.

7. For further information, all are advised to refer to **DepEd Order No. 46, s. 2022**, titled **“Protocols for Travel Authority Request for Official Travel Abroad.”**

8. All other information contained in Region Memorandum AD 11 and 43 s. 2022 that are inconsistent with these guidelines are hereby repealed, rescinded, and modified accordingly.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

9. Failure to comply with any of the directives of this issuance may result in the filing of administrative actions for misconduct, insubordination, and other related offenses under the 2017 Rules on Administrative Cases in the Civil Service, Revised Rules of Procedure of The Department of Education In Administrative Cases (DepEd Order No. 49, s. 2006), and/or relevant laws, rules, and regulations against the traveling official or employee, the Recommending Authority, and the Approving Authority.
10. For more information regarding this issuance, contact the Administrative Division – Personnel Section, DepEd SOCCSKSARGEN Regional Office, Prime Regional Center, Barangay Carpenter Hill, City of Koronadal, through email address personnel.region12@deped.gov.ph or at telephone number (083) 228-8825.
11. For the information, guidance, and strict compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: None

Reference: DepEd Memorandum No. 008, s. 2018, RM AD Nos. 11 & 43, s. 2022

To be indicated in the Perpetual Index under the following subjects:

EMPLOYEES LEAVE TRAVEL

KHL-EBA/AD-P/RM/INTERIM GUIDELINES FOR THE APPROVAL OF TRAVEL AUTHORITY OF PERSONNEL
TRAVELLING ABROAD/034/October 6, 2022