



Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
**SCHOOLS DIVISION OF MARINDUQUE**

Department of Education  
Division of Marinduque  
**RECORDS SECTION**  
**RELEASED**  
Name: 003463  
Signature: [Signature]  
Date: NOV 30 2023

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**TO:** Chief Education Supervisors, CID & SGOD  
Unit/ Section Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

*[Handwritten Signature]*

**FROM:** **LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

**SUBJECT:** **REITERATING THE PROTOCOLS AND TIMELINES FOR TRAVEL  
AUTHORITY REQUESTS FOR FOREIGN TRAVELS**

**DATE:** November 30, 2023

Please find the attached **Unnumbered Memorandum** from Nicolas T. Capulong, PhD, CESO III, Director IV, DepEd MIMAROPA Region dated November 6, 2023 re: **Reiterating the Protocols and Timelines for Travel Authority Requests for Foreign Travels**, for information, reference and guidance of all concerned.

Immediate dissemination of this Memorandum is desired.

*"DepED Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



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Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION



Office of the Regional Director

**MEMORANDUM:**

**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
ASSISTANT SCHOOL DIVISION SUPERINTENDENTS  
REGIONAL OFFICE PERSONNEL  
ALL PERSONNEL CONCERNED

**FROM :** NICOLAS T. CAPULONG, PhD, CESO III  
Director IV  
Regional Director *NC*

**SUBJECT :** REITERATING THE PROTOCOLS AND TIMELINES FOR TRAVEL  
AUTHORITY REQUESTS FOR FOREIGN TRAVELS

**DATE :** November 6, 2023

Pursuant to DepED Order No. 043, s. 2022 "Omnibus Travel Guidelines of All Personnel of the Department of Education" and DepED Order No. 46, s. 2022 "Amendments to DepED Order No. 043, S. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education)" this Office reiterates the protocols, required timelines and documented information for Travel Authority Requests for Foreign Travels of all officials and personnel of this region.

All concerned are reminded that requests for travel authority for official and personal travels must adhere to the following measures and comply with the mandatory documented information:

- I. Procedure in the Application and Approval of Foreign Official Travels:
  - A. The official or employee requesting authority to travel shall accomplish and submit a Travel Authority for Official Travel form (Annex A) with the following supporting documents:
    1. Signed invitation addressed to the requesting party from a foreign host;
    2. Approved Activity Request and Work and Financial Plan indicating that funds are earmarked for the travel expenses to be incurred;
    3. Itinerary of Travel;
    4. Written justification as required in paragraph IV.A.2 of this Department Order;
    5. Certificate of No Pending Case;



6. If applying for cash advance, a certification from the Accounting Division/Section/Unit concerned that the previous cash advance has been liquidated; and
  7. For Division Chiefs and higher, a draft Special Order designating an Officer-in-Charge, if applicable, so as not to hamper the day-to-day operations of the office.
- B. All travel authorities must be signed by the Secretary, or his/her designated approving official and released by the CO at least 10 days before the departure date.
- C. Requests that do not comply with these process flows shall be automatically rejected.

#### Recommending and Approving Authority for Official Foreign Travel

Office/Position	Recommending Authority	Approving Authority
<b>Regional Office</b>		
Regional Director (RD) and Assistant Regional Director (ASD)	Undersecretary for Governance and Field Operations	Usec (Chief of Staff)
Division Chief and below	RD	Undersecretary for Governance and Field Operations
<b>Division Office</b>		
Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)	RD	Undersecretary for Governance and Field Operations
Division Chief and below including PSDS	SDS	Undersecretary for Governance and Field Operations
<b>Schools</b>		
Schools Head	SDS	Undersecretary for Governance and Field Operations
Teaching and Non-teaching personnel	SDS	Undersecretary for Governance and Field Operations

#### II. Application and Approval of Personal Travel

- A. **Authorized Personal Foreign Travel.** No DepEd official or employee shall be allowed to depart for any personal foreign travel, unless such official or employee has duly accomplished the requisite leave forms and has obtained travel authorization.
- B. Travel authorization shall only be granted by the Approving Authority after determination that the absence of the requesting official or employee will not hamper the operational efficiency of his/her office.

#### III. Specific Guidelines for Personal Foreign Travel

- A. The official or employee requesting authority to travel shall accomplish and submit Travel Authority for Personal Travel form (Annex D) with the following supporting documents:
1. Written manifestation, noted by his /her Head of Office, that his/ her absence will not hamper the operational efficiency of the office;
  2. Certificate of No Pending Case; and
  3. For Division Chiefs and higher, a draft Special Order designating an Officer-in-Charge, if applicable, so as not to hamper the day-to-day operations of the office.
- B. DepEd officials and personnel who intend to study abroad must file for study leave in accordance with the applicable laws and/or issuances of the Civil Service Commission, and must comply with the required service obligations after the period of the leave. No request for travel authority in connection to a study leave shall be approved until after the official or employee concerned shall have fulfilled the service obligation of any previous study leave or scholarship grant.
- C. All travel authorities pertaining to personal foreign travel must be submitted to the Approving Authority at least 10 days before the departure date and released by his /her office at least five (5) days before departure date.

Office/Position	Recommending Authority	Approving Authority
<b>Regional Office</b>		
Regional Director (RD)	None	Usec - Human Resource and Organizational Development (HROD)
Assistant Regional Director (ASD)	RD	Usec -HROD
Division Chief and below	ARD	RD
<b>Division Office</b>		
Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)	RD	Usec -HROD
Division Chief and below including PSDS	SDS	RD
<b>Schools</b>		
Schools Head	SDS	RD
Teaching and Non-teaching personnel	SDS	RD

It is reminded that incomplete documentary requirements of application and failure to comply with the prescribed periods shall not be processed.

All personnel applying for authority to travel abroad under vacation leave of absence are advised **NOT** to book their plane tickets prior to the approval of the said authority. Field Office personnel are also discouraged from personally carrying their travel documents to Regional Office.

Per CSC Omnibus Rule On Leave, Rule XVI of the Omnibus Rules Implementing Book V of EO 292, vacation leave refers to leave of absence granted to official and employees for personal reasons, **the approval of which of contingent upon the**

necessities of the service, relative to this, it is highly recommended that vacation leave of school heads and classroom teachers for travel abroad shall be applied during the summer vacation, semestral and Christmas break. Travel abroad during school days may be allowed due to emergency cases and serious health concerns of the applicant or his/her immediate family, for which necessary supporting documents shall be required.

All applications for leave of absence where the purpose or reason for such leave is for employment in private or other government offices, either inside or outside the country shall not be allowed.

In order to expedite the processing of applications for travel authorities (personal foreign travel), Divisions are directed to evaluate said applications thoroughly. Should there be missing requirements, Divisions should not forward the incomplete applications to the Regional Office since the same may be returned to the applicants for compliance.

In addition, all teachers applying for leave of absence due to Personal foreign travel must submit a certification that classes shall be handled by hired substitute teachers to be certified by the respective superintendents. Absence of this requirement shall warrant return of the said request.

#### **IV. ADMINISTRATIVE SANCTIONS**

Failure to comply with any of the directives of the said Order 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 travelling official or employee, the Recommending Authority, and the Approving Authority

For information, guidance and strict compliance.

#### **Reference:**

CSC Omnibus Rule On Leave, Rule XVI of the Omnibus Rules Implementing Book V of EO 292

DepED Order No. 043, S. 2022

DepED Order No. 046, s. 2022

Sample template for Certification for Travel Abroad

CERTIFICATION

TO WHOM IT MAY CONCERN

This is to certify that in the absence of Mr./Ms. \_\_\_\_\_ while he/she is at abroad from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ his/her assignments shall be handled by the following employee/ s

ASSIGNMENT/ TASK	ALTERNATE/ SUBSTITUTE	CONFORMED (alternate/ substitute must affix signature here)

This is to ensure that classes and/or the operations of this Division are not hampered during the travel of the above-named employee.

This certification is issued to support the employee's request! for authority to travel abroad.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

Signature over printed name of Schools Division Superintendent

ASD-PS/JRDR