DIVISION MEMORANDUM
No. [357] s. 2018

PARTICIPATION IN THE PHILIPPINE ASSOCIATION OF VOCATIONAL EDUCATION ADMINISTRATORS K TO 12 TECH-VOC NATIONAL SUMMIT 2018

To: Chief - Curriculum Implementation Division
   Concerned Public Schools District Supervisors
   Concerned Secondary School Principals

1. In reference to DepEd Memorandum No. 202, s. 2017 dated December 13, 2017 and Unnumbered Regional Memorandum dated February 8, 2018, the field is informed of the conduct of the Philippine Association of Vocational Education Administration (PAVEA) K to 12 Tech-Voc National Summit 2018 at the International Eucharistic Congress Convention Center, Pope John II Avenue, Cebu City on February 13 to 15, 2018 with the theme: "Repositioning Tech-Voc Education for Lifelong Learning of the K to 12 Graduates for the Global Competitiveness".

2. Participants in this activity are the Schools Division TLE/ TVL Education Program Supervisors, School Head, Department Heads, Master Teachers, and Industry Immersion Coordinators of the 280 Tech-Voc schools offering the STVEP Curriculum.

3. This Office hereby reiterates that classes of above-mentioned teacher-participants shall be handled by the remaining teachers to forestall disruption of classes.

4. Expenses of the Public Tech-Voc Schools participants shall be charged to the School’s Maintenance and Other Operating Expenses (MOOE) or other available Funds, all subject to the usual accounting and auditing rules and regulations.

5. Please check other details in the enclosures.

6. Immediate dissemination of this Memorandum is desired.

Winnie E. Batoon, Ed. D.
Officer In-charge
Office of the Schools Division Superintendent

References: DepEd Memo No. 202, s. 2017/ Unnumbered Regional Memorandum dated February 8, 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: Curriculum TLE/TVL National Summit
NDB: Participation in The Philippine Association of Vocational Education Administrators K to 12 Tech-Voc Summit 2018
13 February 2018
To: Schools Division Superintendents  
Asst. Schools Division Superintendents  

From: ATTY. ALBERTO T. ESCOBARTE, CESO III  
Regional Director  

Subject: PARTICIPATION IN THE PHILIPPINE ASSOCIATION OF VOCATIONAL EDUCATION ADMINISTRATORS K TO 12 TECH- VOC NATIONAL SUMMIT 2018  

Date: February 8, 2018  

1. Attached herewith is the DepED Memorandum No. 202, s. 2017 regarding the Philippine Association of Vocational Education Administrators (PAVEA) K to 12 Tech-Voc National Summit 2018 at the International Eucharistic Congress Convention Center, Pope John II Avenue, Cebu City on February 13 to 15, 2018 with the theme: “Repositioning Tech-Voc Education for Lifelong Learning of the K to 12 Graduates for Global Competitiveness”.

2. Participants in this activity are the Regional and Schools Division TLE/ TVL Education Program Supervisors, School Heads, Department Heads, Master Teachers, and Industry Immersion Coordinators of the 280 Tech-Voc schools offering the STVEP Curriculum.

3. Expenses of the Public Tech-Voc Schools participants shall be charged to the school’s Maintenance and Other Operating Expenses (MOOE) or other available Funds, all subject to the usual accounting and auditing rules and regulations.

4. Please check other details in the enclosures.

5. Immediate dissemination of this Memorandum is desired.

Enclosures:
DepED Memorandum No. 202, s. 2017

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PHILIPPINE ASSOCIATION OF VOCATIONAL EDUCATION ADMINISTRATORS
K TO 12 TECH-VOC NATIONAL SUMMIT 2018

To: Undersecretaries
     Assistant Secretaries
     Bureau and Service Directors
     Regional Directors
     Schools Division Superintendents
     All Others Concerned

1. The Department of Education (DepEd), in collaboration with the Philippine Association of Vocational Education Administrators (PAVEA) Inc., will conduct the K to 12 Tech-Voc National Summit 2018 with the theme Repositioning Tech-Voc Education for Lifelong Learning of the K to 12 Graduates for Global Competitiveness from February 13 to 15, 2018 at the International Eucharistic Congress Convention Center, Pope John II Avenue, Cebu City.

2. The summit aims to:
   a. Enhance strategies and approaches in establishing and keeping up linkages/partnerships with business and industry sectors and the community of the different public technical-vocational (tech-voc) high schools.
   b. Equip the officials of tech-voc schools with knowledge on current and future demands and requirements of business and industry sectors.
   c. Develop the roadmap of tech voc schools towards the sustainability of its programs as breeders of skills development; and
   d. Recommend policy initiatives responding to the different issues and concerns in tech-voc high schools, including schools offering the Strengthened Technical Vocational Education Program, integrated national high schools and other public tech-voc high schools.

3. The target participants are regional and schools division tech-voc education/schools division livelihood/technology and livelihood education supervisors, school heads, department heads, master teachers and industry immersion coordinators of the 280 tech-voc schools offering the Strengthened Technical Vocational Education Program, and integrated and stand-alone high schools with tech-voc livelihood track course offerings.

4. A registration fee of Five Thousand Pesos (P5,000.00) shall be charged to each participant to cover board and lodging, venue rental, honoraria of speakers, conference kits, and other expenses. Only cash payments will be accepted. Expenses of public tech-voc schools shall be charged to the school’s Maintenance and Other Operating Expenses (MOOE) or from other available funds, subject to the usual accounting, auditing rules and regulations. Participants from private schools shall make their own travel arrangements.
5. Check-in and registration of participants shall be on February 13, 2018, 1:00 p.m. The first meal to be served shall be afternoon snacks on the same day. Check-out shall be on February 15, 2018, with dinner as the last meal.

6. Participants may register online by filling out the form at https://goo.gl/LSyYWd or by accomplishing the enclosed Participant’s Profile Form and send to the same e-mail address.

7. For more information, contact Dr. Victorio N. Medrano, Philippine Association of Vocational Education Administrators Inc. President, at mobile phone no. 0909-712-6225 or e-mail at medrano.victorio@yahoo.com.

8. Immediate dissemination of this Memorandum is desired.

[Signature]
Sec re tary

Encl.: As stated
Reference: None

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

CONFERENCE OFFICIALS
PROGRAMS
SOCIETY OR ASSOCIATIONS
TECHNICAL EDUCATION
VOCATIONAL EDUCATION

Date: September 14/1979; October 2, 1979)
REGIONAL MEMORANDUM
No. 033, s. 2018

DISSEMINATION OF MEMORANDUM CIRCULAR NO. 35
(Clarifying and Reinforcing Existing Rules and Regulations on Foreign Travel Authorities, Travel Entitlements, and Travel Exemptions, which require the Approval of the Office of the President)

TO:
- Schools Division Superintendents/OIC-SDS
- Assistant Schools Division Superintendents/OIC-ASDS
- Heads of Public Elementary and Secondary Schools
- Chiefs of Divisions/Units/Sections (Regional Office)

1. Enclosed is the DepEd Memorandum No. 203, s. 2017, dated December 18, 2017 from Hon. Secretary Leonor Magtolis-Briones, relative to the dissemination of Memorandum Circular No. 35 dated November 22, 2017 from the Office of the President entitled Clarifying and Reinforcing Existing Rules and Regulations on Foreign Travel Authorities, Travel Entitlements, and Travel Exemptions, which require the Approval of the Office of the President.

2. Attention is invited to Section 6. Private Trips Abroad of Government Officials and Employees, which states that “no government official or employee shall be allowed to depart for any travel abroad, even if such travel is for a purely personal or private purpose without cost to the government, unless such official or employee has duly accomplished the requisite leave forms and has obtained the appropriate travel authorization from his or her agency.”

3. For immediate dissemination and strict compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

Incl.: as stated
ROAS/PS/38
DISSEMINATION OF MEMORANDUM CIRCULAR NO. 35

(Clarifying and Reinforcing Existing Rules and Regulations on foreign Travel Authorities, Travel Entitlements, and Travel Exemptions, Which Require the Approval of the Office of the President)

To: Undersecretaries
   Assistant Secretaries
   Bureau and Service Directors
   Regional Directors
   Schools Division Superintendents
   All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of Memorandum Circular No. 35 dated November 22, 2017 from the Office of the President entitled Clarifying and Reinforcing Existing Rules and Regulations on Foreign Travel Authorities, Travel Entitlements, and Travel Exemptions, Which Require the Approval of the Office of the President.

2. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated
Reference:
None
To be indicated in the Perpetual Index under the following subjects:

AUTHORITY
BUREAUS AND OFFICES
LEGISLATIONS
POLICY
RULES AND REGULATIONS
TRAVEL

MCU/DM Dissemination of the MC No. 35 dated Nov. 22, 2017
1101-December 7, 2017

DepEd Complex, Meralco Avenue, Pasig City 1600 633-7208/633-7228/632-1361 636-4876/637-0200 www.dced.gov.ph
WHEREAS, there is a need to clarify and reinforce existing rules and regulations on foreign travel for the guidance and strict compliance of all concerned;

NOW THEREFORE, the following are hereby ordered:

SECTION 1. Allowable Foreign Trips. No official travel abroad shall be allowed unless it satisfies all of the following minimum criteria: (a) the purpose of the trip is strictly within the mandate of the requesting government official or personnel; (b) the projected expenses for the trip are not excessive; and (c) the trip is expected to bring substantial benefit to the country.

SECTION 2. Documentary Requirements. The destination, duration of travel, purposes, justifications, and chargeability of expenses should be clearly stated in the request for travel authority, for entitlement to travel expenses and allowances (hereinferred "travel entitlements"), and for travel tax exemptions. For all official trips, the request shall state how the subject trip complies with the minimum criteria indicated in Section 1 above. All requests must include the supporting documents indicated in the following Annexes which form an integral part of this Circular:

a. Annex “A” for travel authorities and travel entitlements of Heads of Departments, Heads of Government-owned and/or controlled Corporations (GOCCs) and Government Financial Institutions (GFIs), and Heads of Agencies under or attached to the OP;

b. Annex “B” for additional travel entitlements of Undersecretaries, Assistant Secretaries, Directors, and officials of equivalent ranks and other government personnel; and

c. Annex “C” for travel tax exemptions of private individuals, groups, or organizations.

SECTION 3. Period of Submission. The request for foreign travel authority and its supporting documents must be submitted to the Malacañang Records Office (MRO) at least ten (10) working days prior to the scheduled date of departure, or, in extremely justifiable cases, to be substantiated in the request, not later than two (2) working days. The MRO may direct the representative of the requesting agency or official to proceed first to the General Government Administration Office of the OP for a preliminary check of the request and its supporting documents, to ensure that the same are complete prior to its acceptance by the MRO. Late submissions shall not be entertained.

SECTION 4. Travel Expenses and Allowances. The DSA for accommodation, meals, and incidental expenses shall be based on the United Nations Development Program (UNDP) rates, which UNDP updates on a monthly basis. Unless otherwise stated in the UNDP rates, the DSA shall be apportioned as follows: (a) 50% for accommodations, (b) 30% for meals, and (c) 20% for incidental expenses. Claims for reimbursement for actual accommodation rates in excess of the accommodation
component of the DSA may be allowed, but in no case shall it exceed one hundred thirty per cent (130%) of such prescribed UNDP rates.

No representation allowance shall exceed the amounts stated in the Annexes herein, nor shall the same be granted to officials who will travel abroad for speaking engagements only, and for training/study.

The airfares of all government personnel shall be limited to economy class, except for long-haul trips, defined as flights exceeding four (4) hours without counting lay-overs, in which case business class airfares may be authorized.

Section 5. Prohibition against Certain Individuals. The following individuals shall not be issued foreign travel authorities, and shall not be entitled to government funding for such trips:

a. Private individuals;

b. Consultants of, and/or those engaged by way of contracts of service by, government agencies, except in highly meritorious circumstances (e.g., unavailability of qualified employees in highly technical and specialized fields), and upon written justification to be submitted by the requesting agency; and

c. Spouses or children of government officials, except when diplomatic protocol or practices provide otherwise.

Section 6. Private Trips Abroad of Government Officials and Employees. No government official or employee shall be allowed to depart for any travel abroad, even if such travel is for a purely personal or private purpose without cost to the government, unless such official or employee has duly accomplished the requisite leave forms and has obtained the appropriate travel authorization from his or her agency.

Section 7. Sanctions. Non-compliance with this Circular, as well as other applicable laws, rules and issuances, shall be sufficient ground for the outright denial or non-processing of requests for foreign travel authority, entitlement to travel expenses and allowances, and/or travel tax exemption.

Further, administrative cases for misconduct, insubordination or other related offenses under the Civil Service Commission Revised Rules on Administrative Cases in the Civil Service and/or other relevant laws, rules and regulations shall be filed against government personnel traveling abroad without the requisite authority. The filing of said cases shall be without prejudice to other liabilities and personnel actions allowed under existing laws, rules and regulations.

Section 8. Directive to the Bureau of Immigration. The Bureau of Immigration is hereby directed to strictly enforce the provisions of this Circular, and promulgate the necessary rules and regulations to accomplish the objectives set forth herein.
ANNEX “A”

For Heads of Departments, of GOCCs and GRs, and of Agencies under or Attached to OP, Requesting Travel Authority and Entitlement to Travel Expenses and Allowances:

(1) Invitations and/or notices of meetings;
(2) Confirmation of the dates of meetings/conferences/conventions;
(3) Administrative arrangements;
(4) Itemized statement of travel expenses and allowances, and their chargeability (for those that will be covered by government funds);
(5) Flight itineraries;
(6) Schedule of activities;
(7) Justifications for entitlement to hotel allowances based on actual rates (those in excess of the UNDP DSA rates intended for accommodations), airfares on business class, and non-commutable representation allowances, which should not exceed One Thousand US Dollars (US$1,000.00), only for those who need to avail themselves of these additional expenses;
(8) List of members of Philippine Delegations (whenever applicable);
(9) Advice on the name of official who shall be designated as Acting Secretary/Head or Officer-in-Charge; and
(10) For trips abroad without cost to the government, specify the chargeability of travel expenses and allowances, and include letter(s) from the sponsoring organizations/agencies/individuals, regarding the travel expenses that they will cover (whenever applicable)
For Private Individuals, Groups, or organizations requesting Travel Tax Exemption:

(1) Invitations to participate in competitions, performances, and similar activities; and

(2) Endorsements by relevant government agencies concerned, with a statement on how the requested travel tax exemption will advance the national interest.