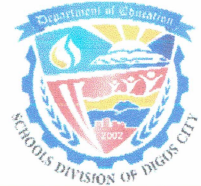




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 181, s. 2018

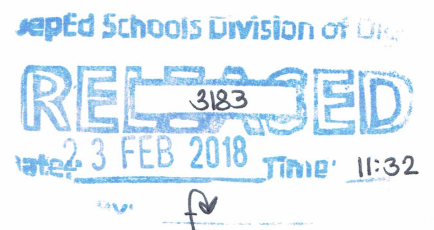
February 23, 2018

**DISSEMINATION OF MEMORANDUM FROM
EXECUTIVE SECRETARY DATED 03 JANUARY 2018**

**To: PUBLIC SCHOOLS DISTRICT SUPERVISOR
EDUCATION PROGRAM SUPERVISOR
SCHOOLS HEADS, SCHOOL-IN-CHARGE, SCHOOL'S TEACHER-IN-CHARGE
OTHER DIVISION PERSONNEL
TEACHING AND NON-TEACHING PERSONNEL**

1. Pursuant to the Regional Memorandum No. 035, 2018 issued on February 13, 2018 by Atty. Alberto T. Escobarte, CESO III, Regional Director, Department of Education Region XI Office, F. Torres Street, Davao City, reiterating DepEd Memorandum No. 008, s. 2018 dated January 19, 2018 of DepEd Secretary Leonor Magtolis Briones relative to the dissemination of the Central Office's Memorandum, in re: ***"Directives Applying to Foreign Travels of All Government Official and Personnel in the Executive Department,"*** it is hereby directed that all personnel of this Schools Division Office shall observe the provisions of abovementioned memoranda particularly in the request for travel abroad whether personal or official.
2. For immediate dissemination and strict compliance.


WINNIE E. BATON, Ed. D.
Officer in Charge
Office of the Schools Division Superintendent



Encls: as stated
References: RO Memorandum dated February 13, 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: Directives applying to foreign travels of all government to officials and employees in the Executive Department

admin5: Dissemination of Memorandum from Executive Secretary dated 03 January 2018
23 February 2018



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000)
Telefax Nos. (082) 225-0816

February 13, 2018

REGIONAL MEMORANDUM

No. 034, s. 2018

**DISSEMINATION OF MEMORANDUM FROM EXECUTIVE SECRETARY
DATED JANUARY 2018**

(Directives Applying to Foreign Travels of All Government Officials
and Personnel in the Executive Department)

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. 008, s. 2018, dated January 19, 2018 from Hon. Secretary Leonor Magtolis-Briones, relative to the dissemination of Memorandum from the Executive Secretary dated January 3, 2018 from the Office of the President entitled *Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department*.
2. All applications and requests for approval of authorities to travel abroad of DepEd officials and personnel, whether for official or personal/private purpose, shall follow the existing DepEd issuances on the matter.
3. For official travel, the following information must be indicated in the indorsement letter of the Schools Division Superintendent to be submitted to Regional Office:
 - a. The purpose of the trip which 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 relevance of the trip which is expected to bring substantial benefit to the country.
4. For immediate dissemination and strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

Incl: as stated

ROA5/PS/jtg

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
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By: 2018-02-04
Date: 2/21/18 Time: 9:14 A



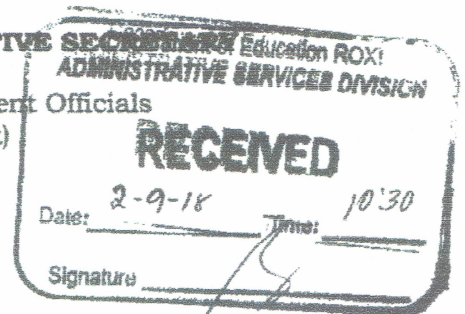
Republic of the Philippines
Department of Education

19 JAN 2018

DepEd MEMORANDUM
No. **008**, s. 2018

**DISSEMINATION OF MEMORANDUM FROM THE EXECUTIVE SECRETARY OF Education ROX
DATED 03 JANUARY 2018**
(Directives Applying to Foreign Travels of All Government Officials
and Personnel in the Executive Department)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned



1. For the information and guidance of all concerned, enclosed is a copy of Memorandum from the Executive Secretary dated 03 January 2018, entitled **Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department**.
2. All applications and requests for approval of authorities to travel abroad of Department of Education (DepEd) officials and personnel, whether for official or personal/private purpose, shall follow existing DepEd issuances on the matter.
3. Additionally, and pending the promulgation of specific guidelines to implement the said Memorandum from the Executive Secretary, any application or request for approval of travel authorities for official travel abroad shall provide written justification following the standards set forth in the directives, specifically:
 - 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.
4. All DepEd officials and personnel travelling abroad for personal or private purpose without cost to the government shall comply with the following, as set forth in the directives:
 - a. Appropriate travel authorization has been obtained from the agency;
 - b. The requisite leave forms have been duly accomplished; and
 - c. His/her absence shall not hamper the operational efficiency of the agency.
5. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM FROM THE EXECUTIVE SECRETARY

**TO : ALL DEPARTMENT SECRETARIES AND HEADS OF AGENCIES,
GOVERNMENT-OWNED AND/OR - CONTROLLED CORPORATIONS
(GOCCs) AND GOVERNMENT FINANCIAL INSTITUTIONS (GFIs)**

**SUBJECT : DIRECTIVES APPLYING TO FOREIGN TRAVELS OF ALL
GOVERNMENT OFFICIALS AND PERSONNEL IN THE EXECUTIVE
DEPARTMENT**

DATE : 05 January 2018

To ensure compliance with the pronouncements of the President against extravagant and lavish travels abroad of government officials and personnel, all concerned officials issuing travel authorities under existing issuances are directed to strictly observe the following measures on foreign travels:

- 1) No official foreign travel of government officials and personnel shall be allowed unless it satisfies all 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.
- 2) No government official or personnel shall be allowed to depart for any travel abroad, even if such is for a personal or private purpose without cost to the government, unless such official or personnel has obtained the appropriate travel authorization from his/her agency, has duly accomplished the requisite leave forms, and his/her absence shall not hamper the operational efficiency of said agency.
- 3) All heads of agencies authorized to approve travels abroad shall, at the end of every quarter, submit a list to the Office of the President, thru the Executive Secretary, of all travel authorities they have issued for the official and personal foreign trips of their respective officials and personnel, including those in attached agencies, GOCCs and GFIs, indicating therein the names of the concerned official or employee, destination, duration of the trip, nature and purpose of the travel, total cost of travel for official trips, and a brief statement explaining how each official trip complies with the minimum criteria enumerated in sub-paragraph 1 above.

The requirement to submit quarterly lists of travel authorities issued shall also be observed by the Department of the Interior and Local Government with regard to foreign travels of local government officials.