



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



DIVISION MEMORANDUM
No. 788, S. 2018

31 August 2018

**NEW DIVISION GUIDELINES ON OFFICIAL TRAVEL
AND ITINERARY FOR SCHOOL AND DISTRICT PERSONNEL**

**TO: ASDS-OIC
CID AND SGOD CHIEFS
SECTION HEADS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC JUNIOR/SHS SCHOOL HEADS
ALL OTHERS CONCERNED**

1. To improve the conduct in obtaining proper authorization in the official travels of division and school personnel, this Office reiterates Regional Memorandum No. 203, s. 2017 entitled "**Guidelines on Travels of DepEd Region XI Officials, Teaching/Non-Teaching Personnel and Staff**" (see attachment).
2. Attention is requested on the attached memo's paragraphs 1.1, 1.2 and 1.3, on which this Office is basing the new parameters and duly authorized signatories which will be implemented effective **03 September 2018**, to wit:
 - a) School and district personnel with official travels **within Digos City** are not anymore required to bring their travel orders/authorities to travel to the Division Office for the Superintendent's approval. The approving signatory on your level is the school head for school personnel, and the Public Schools District Supervisor (PSDS) in the district level.
 - b) School personnel with official travels **outside of Digos City, but within Region XI**, should have their travel orders/authorities to travel noted by their School Heads. The concerned PSDS shall sign for both school and district personnel as recommending approval, and the Division Superintendent for approval.
 - c) In the absence of the duly authorized signatories, the next-in-rank officer may sign the above mentioned documents provided the latter is authorized by the former.
3. For your information, guidance and compliance.

DepEd Schools Division Office

RELEASED
16513

date: **31 AUG 2018** time: **4:44**

By:

WINNIE E. BATON, EdD

Officer-In-Charge

Office of the Schools Division Superintendent

Encl: As mentioned

To be indicated in the Perpetual Index under the following subjects: ADMIN; TRAVEL ORDER/AUTHORITY TO TRAVEL
CUY-HRD: 31 August 2018: New Division Guidelines on Travel Authority and Itinerary for School Personnel



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July 6, 2017

Regional Memorandum

No. 203, s. 2017

**GUIDELINES ON TRAVELS OF DEPED REGION XI
OFFICIALS, TEACHING/NON-TEACHING PERSONNEL AND STAFF**

TO : All Schools Division Superintendents
Assistant Schools Division Superintendents
All Public Elementary School Heads
All Public Secondary School Heads
All Others Concerned

1. Conformably to existing DepED policies on travels of DepED officials, staff and personnel either within or outside the Schools District, Schools Division but within the region and travels outside of the region, the following guidelines shall be observed:

- 1.1 **Travel Within the Schools District.** School Heads shall approve the authority to travel of personnel and staff who will transact business in the Schools District Office or other government office within the municipality or city. The concerned personnel or staff shall present to the District Supervisor the approved travel authority before they will transact business in the said office.

- 1.2 **Travel Outside The Schools District But Within The Division.** An employee/official who shall transact business in the Division Office must secure a travel authority from the School Head or District Supervisor if the latter is authorized by the Schools Division Superintendent to approve travel authority. Travel authority must be presented before they conduct business in the Division Office.

- 1.3 **Travel Outside the Division But Within The Region.** Any employee/official from the field who will transact business in the Regional Office must secure an approved travel authority from the Schools Division Superintendent or his/her authorized representative. The concerned personnel/official must present to the Chief of the Administrative Division and/or the concerned chief of division/unit in the Regional Office the duly approved travel authority before transacting business in the said office.

- 1.4 **Travel Outside The Region But Within The Country.** Any employee/official from the field who travels outside of the region must secure an approved travel authority from the Office of the Regional Director or his authorized approving official. The request to travel outside of the region must be endorsed or recommended by the Schools Division Superintendent. The recommendation of the Schools Division Superintendent must indicate the position/title of the personnel/official, the inclusive dates of travel, the purpose or objective and also to indicate whether it is official or personal including the source of funds. In case of study visits of teaching/non-teaching staff and/or students, the Schools Division Superintendent should have the following file in his/her office.

- 1.4.1 Approved Itinerary of Travel
- 1.4.2 Rationale of the Travel
- 1.4.3 Medical Certificate (if necessary)

1.5 Travel Of Regional Officials To Division Offices. Regional officials doing monitoring/supervisory visits to the Schools Division Office, Schools District or School should inform the concerned Schools Division Superintendent of said visit at least three (3) days (except when circumstances warrant a shorter period) before the scheduled visit and the purpose through any means of communication. The Schools Division Superintendent shall issue a certificate of appearance based on the approved authority to travel presented by the Regional Office staff and personnel.

1.6 Travel Outside Of The Country. For travels outside of the country on personal business, travel authority shall be approved by the Office of the Regional Director. However, if it is on official business/time, the authority shall be approved by the Secretary of the Department of Education upon the recommendation of the Office of the Regional Director.

- 2. Travel of teachers during school days is strongly discouraged in compliance with the time-on-task policy of the Department. Holding of make-up classes during Saturday to compensate lost contact hours with the pupils/students shall be approved by the Schools Division Superintendent.
- 3. All requests for travel authority stipulated under paragraph 1 must be submitted at least three (3) days ahead of the scheduled activity. For travels within the country it must be at least five (5) days, and at least twelve (12) days ahead for travels outside of the country to give sufficient lead time for review and evaluation of the request.
- 4. Immediate dissemination of this Memorandum is enjoined.



ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

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

By: f.
Date: 7.24.17 Time: 1:54

Authority

Officials

Travel