



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



DIVISION MEMORANDUM
No. 345, s. 2019

May 15, 2019

APPROVAL ON REQUEST FOR TRAVEL ABROAD

To: **OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
PUBLIC SCHOOLS DISTRICT SUPERVISORS
DIVISION PERSONNEL
SCHOOLS/DISTRICTS NON-TEACHING/TEACHING PERSONNEL**

1. Pursuant to the unnumbered Regional Memorandum issued on **APRIL 29, 2019** by Atty. Alberto T. Escobarte, CESO III, Regional Director, DepEd Region XI Office, Davao City, the new guidelines on request/s to travel abroad shall be observed.
2. The memorandum stated that ***"approval for foreign travel on personal reason of all DepEd Region, Division Offices and School Level Officials and Personnel will be lodged at the DepEd Central Office, thus, all applications for travel abroad must be received by the Regional Office at least 30 working days before departure. Applications received less than 30 working days will be returned without action."***
3. This Schools Division Office shall strictly implement immediately this memorandum with the following guidelines:
 - i. The request letter, noted/indorsed by the School Head, shall be sent to the Office the Schools Division Superintendent for approval within 45 working days from the actual date of travel/departure.
 - ii. Immediately, upon approval, the personnel shall secure and attached to the approved letter the Division, School, and District Clearances, if any; Application for Leave (CSC Form 6) signed by the School Head; Certification of Alternate Teacher/Non Disruption of Classes from the School Head if the travel will transpire on school days; and, invitation letter, if any.
 - iii. All documents relative to the travel shall be forwarded to the Administrative Officer V or his representative for review and drafting of Indorsement Letter within 40 working days from the date of actual date of travel/departure.
 - iv. Indorsed request to travel abroad shall brought to the Regional Office within 35 working days from the date of actual date of travel/departure.
 - v. Request to travel abroad received less than 35 working days shall be returned without action.
4. For information and strict compliance.


WINNIE E. BATON, Ed. D.

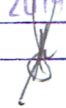
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City

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DATE: 15 MAY 2019 TIME: 5:30 PM

BY: 



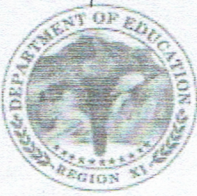
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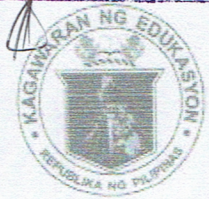
DATE: 02 MAY 2019

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BY: _____



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres St., Davao City (8000)
Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
Website: www.depedroxi.ph

MEMORANDUM

To : Schools Division Superintendents/OIC-SDS
All Schools Division Offices

Subject: APPROVAL ON REQUEST FOR TRAVEL ABROAD (PERSONAL)

Date : April 29, 2019

This is to inform everyone that effective immediately the approval of the application for foreign travel on *personal reason* of all DepEd Regional, Division Office and School Level Officials and Personnel will be lodged at the DepEd Central Office, thus, all applications for travel abroad must be received by the Regional Office at least 30 working days before departure. Applications received less than 30 working days will be returned without action.

For immediate dissemination and compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

ROA3/PS/jtg

DEPARTMENT OF EDUCATION ROXI
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Empowerment Adaptability Goal-oriented Leadership Excellence



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres St., Davao City (8000)
Contact/Tel/Fax Numbers: (082) 291-1665 / (082) 221-6147

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MEMORANDUM

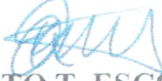
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