



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

November 02, 2022

DIVISION MEMORANDUM

No. 552, s. 2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Other Concerned

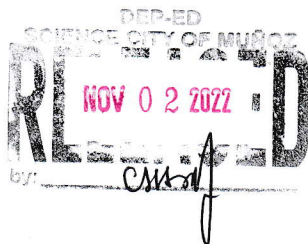
DISSEMINATION OF REGIONAL MEMORANDUM NO. 609, S. 2022 RE: IMPLEMENTATION OF THE OMNIBUS TRAVEL GUIDELINES FOR ALL DEPED PERSONNEL IN REGION III

1. For the information, guidance, and compliance of all concerned, enclosed is Regional Memorandum No. 609, s. 2022 re: Implementation of the Omnibus Travel Guidelines for all DepEd Personnel in Region III.
2. Wide dissemination of this Memorandum is hereby enjoined.

DANTE G. PARUNGAO, CESO V

Schools Division Superintendent

BERNARDO A. GARGABITA
CHIEF ES



PMPMHRMO



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

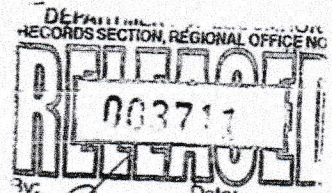
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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 609, s. 2022

**IMPLEMENTATION OF THE OMNIBUS TRAVEL GUIDELINES FOR ALL
DEPED PERSONNEL IN REGION III**

To: The Assistant Regional Director
Schools Division Superintendents
Functional Division Chiefs
Heads of Public Elementary and Secondary Schools
All Others Concerned

1. In compliance to DepEd Order No. 043, s. 2022 dated October 10, 2022, as amended by DepEd Order No. 046 s. 2022 dated October 17, 2022, the recommending and approving authorities of official and personal foreign and local travels of officials, teaching and nonteaching personnel of the Region shall be as follows:

1.1 For Official Foreign Travel:

Office/Position	Recommending Authority	Approving Authority
Regional Office:		
Regional Director (RD) and Assistant Regional Director (ARD)	Usec for Governance and Field Operations	Usec (Chief of Staff)
Division Chief and below	RD	Usec for Governance and Field Operations
Division Offices:		
Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)	RD	Usec for Governance and Field Operations
Division Chief and below, including Public Schools District Supervisors (PSDS)	SDS	Usec for Governance and Field Operations
Schools:		
School Head	SDS	Usec for Governance and Field Operations
Teaching Personnel and Nonteaching Personnel	SDS	Usec for Governance and Field Operations

1.2 For Official Local Travel:

Position	Recommending Authority	Approving Authority
Regional Office:		
Regional Director (RD)	None	Usec for Governance and Field Operations (for





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		destinations outside the Region only)
Assistant Regional Director (ARD)	RD (for destinations outside the Region only)	Usec for Governance and Field Operations (for destinations outside the Region only)
	None (for destinations within the Region)	RD (for destinations within the Region)
Division Chief and below	ARD	RD
Division Offices:		
Schools Division Superintendent (SDS)	None	RD (for destinations outside the Division only)
Assistant Schools Division Superintendent (ASDS)	SDS (for destinations outside the Division only)	RD (for destinations outside the Division only)
	None (for destinations within the Division)	SDS (for destinations within the Division)
Division Chief and below, including Public Schools District Supervisors (PSDS)	ASDS	SDS
Schools:		
School Head	ASDS	SDS
Teaching Personnel and Nonteaching Personnel	None (for destinations within the Division)	SH (for destinations within the Division)
	SH (for destinations outside the Division)	SDS (for destinations outside the Division)

1.3 For Personal Foreign Travel:

Position	Recommending Authority	Approving Authority
Regional Office:		
Regional Director (RD)	None	Usec for Human Resource and Organizational Development (HROD)
Assistant Regional Director (ARD)	RD	Usec - HROD
Division Chief and below	ARD	RD
Division Offices:		
Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)	RD	Usec - HROD
Division Chief and below, including Public Schools District Supervisors (PSDS)	SDS	RD
Schools:		
School Head (SH)	SDS	RD
Teaching Personnel and Nonteaching Personnel	SDS	RD





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1.4 For Personal Local Travel, the official or employee concerned shall accomplish the requisite leave form for approval of the concerned authorities, and secure travel authorization if the period of travel is more than three (3) days.

2. The signing authorities of Leave Form (CSC Form No. 6), pursuant to Sec. IV.E.1 of DepEd Order No. 008, s. 2021, entitled, "Revised Signing Authorities for Administrative and Financial Matters in the Department of Education," are reiterated as follow:

Position	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
Regional Office:				
RD/ARD	Director of BHROD	Usec for Governance and Field Operations	Director of BHROD	Usec for Governance and Field Operations
Division Chief	ARD	RD	ARD	RD
Below Division Chief	Division Chief	ARD	Division Chief and ARD	RD
Division Offices:				
SDS/ASDS	ARD	RD	ARD	RD
Division Chief	ASDS	SDS	ASDS	SDS
Below Division Chief	Division Chief	ASDS	Division Chief and ASDS	SDS
Schools:				
Principal/Head Teachers/TIC	ASDS	SDS	ASDS	SDS
Teachers and Nonteaching Personnel	School Head	ASDS	School Head and ASDS	SDS

3. The use of the following Travel Authorization documents is herewith clarified.

3.1 Official Local **Travel Authority** refers to a written authorization issued by the Approving Authority for a subordinate official or employee to proceed to a specific place or location outside of his/her permanent official station for a period of **more than one day** to perform a given task or assignment.





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3.2 **Locator Slip** refers to a written authority granted by the Head of Office or his/her authorized representative, allowing an official or employee of the DepEd to travel and attend activities/events/errands or perform an assigned task that would require him/her to be outside of his/her permanent station or workplace during office hours **within a day, for an entire day or for a period not exceeding one day. In no case shall it be used for personal business.** A Certificate of Appearance may be secured from the office visited, in lieu of the certification/signature of the persons visited.

4. The documentary requirements for foreign official and personal travel are as follow:

4.1 For Foreign Official Travel:

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 expense to be incurred
3	Itinerary of Travel
4	Written Justification (as regards to Alternatives to Travel)
5	Certificate of No Pending Case (Clearance)
6	If applying for Cash Advance, a certification from the Accounting Section/Unit concerned that the previous cash advance has been liquidated; and For Division Chiefs and higher, a draft Special Order designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office
7	For Division Chiefs and higher, a copy of Special Order designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office

4.2 For Foreign Personal Travel:

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 (Clearance)
3	For Division Chief or Higher, a copy of Special Order designating an OIC so as not to hamper the day-to-day operations of the Office
4	Approved Leave Form signed by Proper Authorities pursuant to DepEd Order No. 008, s. 2021
5	Certification that the applicant has no existing provident loan, if such certification is not included in the Clearance. If there is existing provided loan, submit a Promissory Note

5. The procedure and timeline in the processing of foreign official and personal travel are as follow:

5.1 For Foreign Official Travel:

1	The requesting official/employee must submit all the documentary requirements to the Office of the Recommending Authority at least 35 days before departure
2	If in order, endorsed by the Recommending Authority to the Office of the Approving Authority at least 30 days before departure





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3	Received by the Office of the Approving Authority at least 15 days before departure
4	If approved, released by the Office of the Approving Authority, through the Records Division of the Central Office at least 10 days before departure.

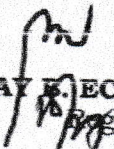
5.2 For Foreign Personal Travel:

1	The requesting official/employee must submit all the documentary requirements to the Office of the Recommending Authority at least 15 days before departure
2	If in order, endorsed by the Recommending Authority to the Office of Approving Authority at least 10 days before departure
3	If approved, released by the Office of the Approving Authority, through the Records Section at least 5 days before departure

6. Chiefs of Divisions and Recommending Authorities are enjoined to judiciously review all applications and ensure the completeness of supporting documents prior to endorsement to the Office of the Approving Authority.

7. Other requirements not included in this Regional Memorandum shall be governed by the pertinent provisions of DepEd Order No. 043, s. 2022, as amended by DepEd Order No. 046, s. 2022, and the usual budgeting, accounting and auditing rules and regulations.

8. For information, guidance and strict compliance.


MAY E. ECLAR, PhD, CESO III
Regional Director

References:

1. DepEd Order No. 046, s. 2022 dated October 17, 2022
2. DepEd Order No. 043, s. 2022 dated October 10, 2022

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