



Republic of the Philippines
Department of Education
 Region II – Cagayan Valley
 SCHOOLS DIVISION OF NUEVA VIZCAYA

January 2, 2025

DIVISION MEMORANDUM
 No. 04 , s. 2025

REITERATION ON DEPED ORDER NO. 018, S. 2024
RE: DELEGATION OF SIGNING AUTHORITY FOR FOREIGN TRAVEL

To: Office of the Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 Public Schools District Supervisors/District In-Charge
 Public Elementary and Secondary School Heads
 All others concerned

1. This Office reiterates the provisions of DepEd Order No. 018, s. 2024, re: Delegation of Signing Authority for Foreign Travel.
2. For SDO and school level, the following are the authorized signatories:

Office/Position	Recommending Approval	Approving Authority
Official Foreign Travel		
Schools Division Office		
a. Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)	RD and Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	RD	Usec for HROD
Schools		
a. School Head	SDS and RD	Usec for HROD
b. Teaching and non-teaching personnel	SDS and RD	Usec for HROD
Personal Foreign Travel		
Schools Division Office		
a. SDS and ASDS	RD and Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	SDS	RD
Schools		
School Head	SDS	RD
Teaching and non-teaching personnel	SDS	RD



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3. Attached is a copy of DepEd Order 018, s. 2024 for reference.
4. Wide dissemination and strict compliance of this memorandum is desired.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent 

