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Republic of the Philippines Department of Education REGION II - CAGAYAN VALLEY

February 13, 2025

REGIONAL MEMORANDUM No. 089, s. 2025

REITERATION ON THE GUIDELINES FOR REQUEST FOR TRAVEL AUTHORITY RESTRICTIONS ON OFFICIAL AND PERSONAL FOREIGN TRAVELS

To : Schools Division Superintendents Administrative Officers All Others Concerned

1. In view of the noted non-observance and/or deviation of many of employees, teachers, staff and Officials of the Department, this Region, to the established protocol in relation to the Request for Travel Authority on Official and Personal Travels, the following guidelines are hereby issued to wit:

- 1.1 All application for travels must be officially indorsed by the Office of the Schools Division Superintendent or his duly authorized representative;
1.2 All the required supporting documents must be correctly filled and attached;
1.3 All applications must be submitted and/or transmitted to the office of the Regional Director, through the Records Section, not later than thirty (30) days before the expected date/s of travel (for applications to be approved by the RD) and at least forty-five (45) days before the expected date/s of travel (for applications to be approved by the Secretary or his duly authorized representative);
1.4 All personal travels, specifically of school heads and teachers, must be pursued during breaks, summer or Christmas vacations and not during school days so as not to adversely affect or disrupt classes;
1.5 All flights booked in advance prior to the grant of authority to travel shall be at the expense, risk and prejudice of the applicant and shall not in any way affect or influence the approval of the request for authority to travel; and
1.6 Only Official Liaison Officers (LO) of the SDO shall be allowed to follow-up application for travels, except for emergency cases, where the LO is not available.

2. Attached are DepEd Order no. 018, s. 2024, Delegation of Signing Authority for Foreign Travel and RO-ASD-F043, Checklist for Authority to Travel Abroad for reference.

3. For information, wider dissemination and strict compliance.

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BENJAMIN D. PARAGAS PhD, CESO III Director IV/Regional Director

Inclasures: As stated

Per/rgp

References:

- DepEd Order 43, s. 2022 - Omnibus Travel Guidelines for All Personnel of the Department of Education
DepEd Order 46, s. 2022 - Amendments to DepEd Order No. 043, s. 2022
DepEd Order 18, s. 2024 - Delegation of Signing Authority for Foreign Travel

MEMORANDUM form with fields for To, For, Date, and Signature. Includes checkboxes for dissemination and compliance.



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