

Republic of the Philippines
Department of Education
Region II - Cagayan Valley

DepEd Regional Office No. 02



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Created by: PAU
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May 19, 2025

REGIONAL MEMORANDUM
No. **228**, s. 2025

**REMINDER TO SCHOOLS DIVISION OFFICES TO STRICTLY FOLLOW
TIMELINE ON REQUESTS FOR TRAVEL ABROAD**

To: Schools Division Superintendents

1. It has been consistently observed that there seems to be an avalanche of clients, our DepEd personnel, who are coming to the Regional Office, particularly seeking an audience with the Regional Director, for the approval of their requests for authority to travel outside the country.
2. Evidently, in most cases, their documents have been submitted to their respective SDOs at least one month before their scheduled travel, yet the same are only transmitted to the Regional Office a few days, or an average of three days, before their travel.
3. While we understand where everyone is coming from, you are hereby reminded to strictly stick to the timelines as expressly contained in the relevant DepEd Order and Memoranda issued by the Central Office and this Office. (See DepEd Order No. 18, s. 2024 & Regional Memorandum No. 089, s. 2025).
4. As discussed during our previous Regional Management Committee (RManCom) Meetings, the Schools Division Superintendents must exercise due diligence in your exercise of your authority to properly act at your own level on the said request, if the timeline has not been met, or transmit the same to the Regional Director if the same has met the timelines so indicated in the DepEd Order/Memorandum.
5. For information, guidance and strict compliance.

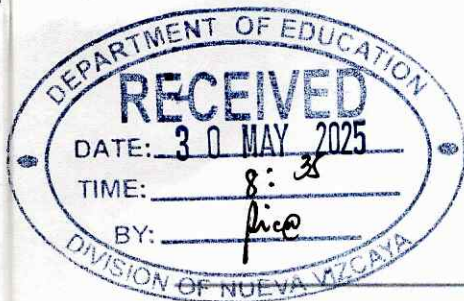
BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director

ORD/PAU/ama



Address: Regional Government Center, Carig Sur, Tuguega
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Address: region2@depd.gov.ph
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| MEMORANDUM | | Date: 6/4/25 | Released (Records): fje |
|--------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------|-----------------------------|
| To: | <input checked="" type="checkbox"/> PSDS/DICs | <input checked="" type="checkbox"/> Elem/Sec School Heads | |
| | <input type="checkbox"/> Private Schools | <input type="checkbox"/> Others: | |
| For: | <input checked="" type="checkbox"/> Information | <input checked="" type="checkbox"/> Dissemination | |
| | <input checked="" type="checkbox"/> Guidance | <input checked="" type="checkbox"/> Strict Compliance | |
| ORLANDO E. MANUEL PhD., CESO V Schools Division Superintendent | | | |
| By: | <input type="checkbox"/> ASD Chief | <input type="checkbox"/> SGOD Chief | <input type="checkbox"/> AO |
| | <input type="checkbox"/> Atty | Signature: <i>[Signature]</i> | |



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