




Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY
DEPARTMENT OF EDUCATION
RECORDS DIVISION

MEMORANDUM

RELEASED
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By: Date: FEB 24 2020

TO : Bureau/Service Directors
Regional Directors
Schools Division Superintendents

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary
Field Operations, HR-EWD & PD, and DEACO

SUBJECT : **CLARIFICATION ON THE HOME VISIT FOR THIRD LEVEL OFFICIALS**

DATE : February 5, 2020

This is in reference to the Memorandum dated October 16, 2019 advising third level officials to defer the requests and applications to avail the monthly home visit as authorized by DepEd Order No. 19, s. 2006 dated April 26, 2006 entitled *Additional Privileges for Regional/Bureau/Service/Center Directors and Key Officials at the Division Level* and CESB Circular No. 1, s. 2010 entitle *Family/Home Visit Privilege for Incumbents of Career Executive Service (CES) Position*.

The advice to defer such requests indefinitely was based on the reports of the Commission on Audit (COA) disallowing the disbursement or reimbursement of transportation expenses of third level officials availing the aforesaid privilege. The COA states that the abovementioned CESB Circular have no legal bases.

In view hereof, this is to clarify that third level officials may still avail the two (2) working days a month inclusive of travel time from work station to residence and vice-versa and shall be considered on official time only. The disbursement or reimbursement of actual transportation expenses shall be deferred pending the issuance of legal basis from the Office of the President or the Department of Budget and Management.

Please be guided accordingly.

