



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

March 10, 2020

**REGIONAL MEMORANDUM**

No. **1771**, s. 2020

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

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. Attached is a copy of Memorandum dated February 5, 2020 from Undersecretary Revsee A. Escobedo with the subject **Clarification on the Home Visit for Third Level Officials**.
2. It is emphasized that the availment of two working days home visit in a month inclusive of travel time from work station to residence and vice-versa is on **official time only** pending issuance of legal basis from the Office of the President or the Department of Budget and Management.
3. All concerned are hereby advised to submit application for leave **at least five (5) calendar days** prior to the scheduled date of home visit.
4. For strict compliance.

  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV 

Enclosure: Memorandum dated February 5, 2020

Reference: Memorandum dated February 5, 2020

To be indicated in the Perpetual Index under the following subjects:

HOME VISIT

OFFICIAL TIME ONLY

THIRD LEVEL OFFICIALS

AD-PS-EDR





Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
DEPARTMENT OF EDUCATION  
RECORDS DIVISION

**MEMORANDUM**

**RELEASED**  
03889  
By: [Signature] Date: FEB 24 2020

**TO :** Bureau/Service Directors  
Regional Directors  
Schools Division Superintendents

**FROM :** *[Signature]*  
**ATTY. REYSEE A. ESCOBEDO**  
Undersecretary  
Field Operations, HR-EWD & PD, and DEACO

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

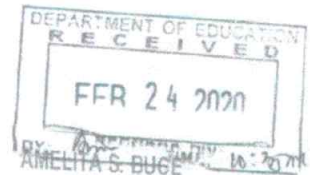
**DATE :** February 5, 2020

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.



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