



DEPARTMENT OF EDUCATION  
REGION VIII, EASTERN VISAYAS

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Signature OF THE DIRECTOR IV \_\_\_\_\_ Signatur

Date and Time Received *16 DEC 2020* Signatur

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Republic of the Philippines  
**Department of Education**

OFFICE ORDER  
OO-OSEC-2020-033

**DELEGATION OF SIGNING AUTHORITY TO UNDERSECRETARY JESUS L. R. MATEO RELATING TO REQUESTS FOR AUTHORITY TO TRAVEL ABROAD OF OFFICIALS AND EMPLOYEES FOR PERSONAL OR PRIVATE PURPOSE**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Division Chiefs  
All Others Concerned

1. Section 6 of Memorandum Circular No. 35, s. 2017 issued by the Office of the President (OP) states that “no government official or employee shall be allowed to depart for any travel abroad, even if such travel is purely personal or private purpose without cost to the government, unless such official or employee has duly accomplished the requisite leave forms and has obtained the appropriate travel authorization from his or her agency.”

2. The aforementioned provision is reaffirmed in the Memorandum from the Executive Secretary to all Department Secretaries and Heads of Agencies, Government-Owned and Controlled Corporations, and Government Financial Institutions dated January 03, 2018, which further explains that the absence of such official or employee traveling abroad for personal or private purpose shall not hamper the operational efficiency of the agency. The said Memorandum from Executive Secretary is disseminated in the Department of Education (DepEd) through DepEd Memorandum (DM) No. 008, s. 2018.

3. Section 7 (8), Chapter 2, Book IV, Executive Office No. 292 instituting the Administrative Code of 1987 provides that the Secretary has the power and function to delegate authority to officers and employees under his or her direction in accordance with this Code.

4. Related thereto, DepEd issued Office Order OO-OSEC-2019-038 dated April 16, 2019 delegating the authority to approve and sign, for and in behalf of the Secretary, requests for authority to travel abroad for personal or private purpose of all DepEd officials and employees to Undersecretary (Usec.) Nepomuceno A. Malaluan. In view of the assignment of supervision to Usec. Jesus L. R. Mateo over Personnel Division, Bureau of Human Resource and Organization Development, and over the International Cooperation Office pursuant to DM 057, s. 2020, such

*ORD 004  
12-15-20*

delegation to Usec. Malaluan is hereby rescinded and the said **authority is delegated instead to Usec. Mateo, effective December 1, 2020.**

5. Such requests for authority to travel abroad for personal or private purpose, of all DepEd officials and employees, for approval and signature of Usec. Mateo must be supported by duly accomplished and approved requisite leave forms and other required documents, and endorsed by the regional director for field personnel and the heads of offices for Central Office personnel. His approval of those requests shall comply with existing rules and regulations on travel abroad promulgated by the OP, the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, and/or the Department of Foreign Affairs, especially in light of the COVID-19 pandemic.

6. Usec. Mateo shall sign the said documents in the following manner:

**By the Authority of the Secretary:**

**JESUS L. R. MATEO**  
Undersecretary

7. The delegation of the function herein provided shall not preclude the Secretary from signing the said documents.

8. Official foreign travels of all DepEd officials and employees shall remain to be directly approved and signed by the Secretary, pursuant to Executive Order No. 77 issued by OP on March 15, 2019.

9. Relative to this delegation, the office of Usec. Mateo shall submit to the Office fo the Secretary a monthly report on all issued travel authorities for personal or private purpose of DepEd officials and employees, indicating therein the names of concerned official or employee, destination, duration of the trip, and nature and purpose of travel.

10. This Order shall remain effective until rescinded or revised.

11. Immediate dissemination of and strict compliance with this order are directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

JD, OO-Delegation of Signing Authority to Usec Mateo for personal TAs  
November 27, 2020



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