



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

November 3, 2022

REGIONAL MEMORANDUM

No. **1245**, s. 2022

APPROVAL OF TRAVEL AUTHORITY FOR PERSONAL TRAVEL ABROAD

To: Schools Division Superintendents
Heads of Elementary and Secondary Schools
Regional Office Personnel
All Others Concerned

1. With reference to DepEd Memorandum No. 091, s. 2022 dated October 7, 2022 re **Delegation of Signing Authority to Regional Directors on the Approval of Travel Authority for Personal Travel Abroad** of all teaching and non-teaching personnel effective **October 10, 2022**, this Regional Office hereby sets guidelines in the evaluation and approval of all requests for travel abroad on personal business.

2. While the Immediate Supervisors have the authority to approve applications for leave of absence to travel abroad, they are reminded to ascertain the purpose stated therein before endorsing the same to this Office. As such, the following may be taken as **valid reasons** for travel abroad:

- a. to attend seminars, conferences and other similar activities for professional growth and educational enrichment;
- b. for consultation or treatment of ailment or sickness (with appropriate supporting documents);
- c. to accompany a sick/old member of immediate family (with appropriate supporting documents duly issued by the proper authority);
- d. to attend son's/or daughter's wedding; and
- e. to attend interment of any immediate family member.

3. The procedure and requirements in the application and approval of personal foreign travel are as follows:

- a. The official or employee requesting authority to travel shall accomplish and submit a Travel Authority for Personal Travel form (Annex D of DO 43, s. 2022) with the following supporting documents:
 - i. Written manifestation, noted by his/her Head of Office, that his/her absence will not hamper the operational efficiency of the office;
 - ii. Certificate of No Pending Case;
 - iii. For Division Chiefs and higher, a draft Special Order designating an Officer-In-Charge, if applicable, so as not to hamper the day-to-day operations of the office;



- iv. Duly approved application for leave (CSC Form 6);
 - v. Clearance from all money and/or property responsibility using the CSC standard template for more than 30 days;
 - vi. Medical Certificate from proper authority (for consultation or treatment of ailment or sickness; and
 - vii. Other documentary requirements to support the reason/s indicated.
- b. DepEd officials and personnel who intend to study abroad must file for study leave in accordance with the applicable laws and/or issuances of the Civil Service Commission, and must comply with the required service obligations after the period of the leave. No request for travel authority in connection to a study leave shall be approved until after the official or employee concerned shall have fulfilled the service obligation of any previous study leave or scholarship grant.
- c. All travel authorities pertaining to personal foreign travel must be submitted to the Approving Authority at least **10 days** before the departure date and released by his/her office at least five **(5) days** before said date.
4. Applications for vacation leave for the purpose of travel abroad with reasons cited as: to visit cousins, for pleasure, as tourist, and other similar or analogous cases shall not be considered within the purview of this Memorandum and shall be disapproved outright. The Office respects the freedom to travel abroad of its personnel but public service must not be jeopardized in the exercise of this right.
5. Any DepEd personnel who travels abroad on vacation leave of absence without prior approval is considered Absent Without Official Leave (AWOL) and their applications for leave shall be disapproved. The concerned personnel shall be advised to report for duty, otherwise, they shall be dropped from the rolls after thirty (30) days.
6. Schools Division Superintendents shall indorse to the Regional Office only those that meet the foregoing requirements. Superintendents, Principals/School Heads, and other officials shall be held administratively liable for any misrepresentations made in the endorsements and/or supporting documents.
7. Previous regional issuances relative to authority to travel abroad on personal business are hereby rescinded.
8. Immediate dissemination of and strict compliance with this Memorandum are directed.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: Template for Authority to Travel

References: DM No. 091, s. 2022; DO Nos. 43 & 46, s. 2022; RM 216, s. 2021;

DECS Order No. 1, s. 1990; DECS Order No. 50 & 93, 1989

To be indicated in the Perpetual Index

under the following subjects:

APPROVAL
AUTHORITY

GUIDELINES
PERSONAL

POLICY
TRAVEL ABROAD

AD-PS-EDR





No.: _____

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

(DepEd Order No. 043, s. 2022)

TRAVEL AUTHORITY FOR PERSONAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Inclusive Dates	
Destination	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p>	
<p>_____ Name and Signature of Requesting Employee</p>	<p>_____ Date</p>
<p>Recommending Approval:</p>	
<p><i>Schools Division Superintendent</i></p> <p>_____ Name and Signature of Recommending Authority</p>	<p>_____ Date</p>
<p>APPROVED</p>	
<p>EVELYN R. FETALVERO, CESO IV Regional Director</p> <p>_____ Name and Signature of Approving Authority</p>	<p>_____ Date</p>