



August 14, 2019



REGIONAL MEMORANDUM

No. 428, s. 2019

**REITERATING THE POLICY GUIDELINES ON REQUESTS FOR TRAVEL AUTHORITY
ON TRAVEL ABROAD FOR TEACHING AND NON-TEACHING PERSONNEL WHETHER ON OFFICIAL OR
PERSONAL BUSINESS**

TO: Assistant Regional Director
Regional Division Chiefs
Schools Division Superintendents
Assistant Schools Division Superintendents
Elem/Sec. School Principals
Teaching/Non-Teaching Personnel
All Concerned
This Region

1. Based on current information, it has been observed that there is a significant increase in frequency of Teaching and Non-Teaching's application for leave of absence for the purpose of travelling abroad;
2. Republic Act 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees provides a strict observance of regular office hours to promote work ethics and discipline in Government that will raise the level of consciousness of employees on the importance of attendance of every government servant to contribute to the efficiency and effectiveness of government operations;
3. To strengthen the authority of Heads of Offices to formulate rules and regulations to ensure attendance of government employees to their respective duties and functions, Section 12, Book V of the Administrative Code of 1987 mandates delegation and decentralization of corresponding authority to the departments, offices, and agencies of personnel functions that includes policy formulation xxxCSC Resolution 970406 xxxx;
4. Civil Service Memorandum Circular No. 5, s. 1997, further mandates that the Civil Service Commission recognizes and affirms the authority of the Heads of Departments, Agencies, Bureaus and Offices of the National Government as well as LGUs, GOCC's to promulgate their own internal rules and regulations on attendance and punctuality which will require their employees to incur less absences and tardiness than the frequency allowed under existing Civil Service rules and regulations;

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8/14/2019

DCC No.

DepEdRO13-F-PAU-001/R0/1-7-2019

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5. In view of the foregoing, this Regional Office hereby establishes certain policy guidelines, as follows:

5.1. TEACHER'S APPLICATION OF ABSENCES FOR TRAVEL ABROAD ON PERSONAL BUSINESS

- a. As a general rule, Teachers shall not be allowed to travel abroad during school days to avoid disruption of classes, except on emergency cases and or serious health concerns of the teacher or of his/her immediate family member. However, they may be allowed to travel abroad during school days provided, the duration of travel does not exceed five (5) working days inclusive of travel time and provided further that, travel abroad shall not exceed two (2) travels per School Year.
- b. Teachers are entitled to Long Summer Vacations, Christmas Vacations, and Semestral Breaks, hence they are allowed to travel either local or abroad during the aforementioned periods without need of a travel authority;
- c. Section 57 of CSC MC No. 41, s. 1998 states that leave without pay not exceeding one (1) year may be granted. In the exigency of the service, leave of absence for travel abroad on a personal business within the year shall not exceed 90 days, cumulative or intermittent. Request for extension of travel abroad beyond the approved leave of absence is NOT allowed unless on emergency cases.

5.2. REITERATING DEPED'S POLICY ON REQUESTS FOR AUTHORITY TO TRAVEL ABROAD

- a. Application and requests for authority to travel abroad shall be governed by DepEd Order 43, s. 2014:
 - a.1. School-based personnel's application for requests of authority for Travel Abroad shall be received by the School Division Offices at least 40 days before departure which must contain the following:
 - i. Letter of Intent to Travel (indicating specific purpose for the leave and the country to be visited and the duration of stay);
 - ii. Approved Form 6;
 - iii. School/DO Clearance;
 - iv. Certificate of No Pending Case (RD-for Teachers and SDS for Non-Teaching);
 - v. Designation Order of an OIC signed by SDS for School Head applicants or Certification of a Substitute Relieving Teacher for Teacher applicants;
 - vi. Such other supporting documents such as official invitations, travel descriptions, program details, etc. (for Official Time), medical prescriptions and certificates, issued by competent attending physicians for travel applications on sick leave or seek medical operation or treatment abroad.
 - vii. Duly accomplished and signed FORM A.
 - a.2. Applications for travel abroad must be complete with documentary requirements and duly endorsed by the Office of the Schools Division Superintendent or his/her duly authorized representative to the Regional Office at least 30 days before departure and

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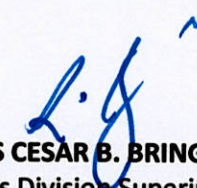


the Regional Office shall release the application to the Central Office at least 25 days before departure;

a.3. All requests for authority to travel on Official Time/Business either covered with a leave of absence with or without pay shall be approved by the Secretary;

a.4. Failure to follow the required protocol as stated in DepEd Order 43, s. 2014 shall automatically reject the application and return the application to the Schools Division Office concerned without action.

6. Applications for requests of Travel Authority on Official Time to attend seminars, conferences, and other related activities for professional growth and educational enrichment must be justified and should not impair the efficiency of the services. They must be coursed through and properly coordinated with DepEd Central Office to ensure safety and ascertain the legitimacy of the requesting entity to avoid adverse consequences of the travelling DepEd learners and employees;
7. Further, DepEd Order No. 9, s. 2005 "Instituting Measures to Increase Time-On-Task Policy" is hereby reiterated mandating teachers to comply with the mandatory 205 school days calendar each School Year as a matter of policy, restricting teachers to take personal leave of absence for purposes of travelling abroad during school days, except in emergency cases;
8. Applications for study leave held abroad may be allowed subject to the discretion of the Head of Office concerned taking into consideration the exigency of the service, provided the applicant qualifies with conditions set forth under the Republic Act 4670 known as the Magna Carta for Public School Teachers and provided further that there is no available learning institution within the country that offers the degree or course the applicant is pursuing to attain.
9. Everyone is encouraged to be more conscious and vigilant on the strict compliance with this Regional Memorandum in adherence to D.O. 43, s. 2014. Schools Division Superintendents are directed to monitor compliance of School Heads with this directive especially on the required period of processing applications. Failure to follow and observe this protocol shall result to automatic rejection of the application and returned to the Schools Division concerned without action.
10. Widest dissemination of this memorandum is desired.


FRANCIS CESAR B. BRINGAS, CESO V
Schools Division Superintendent
Officer In-Charge
Office of the Regional Director

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