



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



Regional Memorandum

No. **423** s. 2018



August 10, 2018

**REVISED GUIDELINES ON TRAVELS OF DEPED CARAGA OFFICIALS,
TEACHING/NON-TEACHING PERSONNEL AND STAFF
AND SIGNING AUTHORITIES ON TRAVELS AND CAV**

TO: All Schools Division Superintendent
Assistant Schools Division Superintendents
All Public Elementary School Heads
All Public Secondary School Heads
All Others Concerned

1.0 In conformity with the updated DepED policies on travels of DepED Officials, personnel and staff outside of the country, the following guidelines on travels including either within or outside the district, division but within the region and travels outside of the region, the following guidelines shall be observed:

1.1 **Travel Within the District.** School Heads shall approve the authority to travel of teaching or non-teaching official/personnel who will transact official business within the District Office.

1.2 **Travel Outside the District but within the Division.** Teaching or non-teaching official/personnel transacting official business in the Division Office must secure a Travel Order from the School Head or District Supervisor if the latter is authorized by the Schools Division Superintendent to approve travel authority.

1.3 **Travel Outside the Division but Within the Region.** Any personnel/official from the field who transacts official business in the Regional Office must secure an approved travel authority from the Schools Division Superintendent or his/her authorized representative. The concerned personnel/official must present to the Chief Administrative Officer of the Administrative Services Division (ASD) in the Regional Office or the concerned chief of division/unit in the Regional Office, the duly approved travel authority before transacting business.

1.4 **Travel Outside the Region but Within the Country.** Any personnel/official from the field who travels outside of the region on official business must secure an approved travel authority from the Office of the Regional Director or his duly authorized representative. The request to travel outside of the region must be indorsed by the Schools Division Superintendent. The indorsement of the Schools Division Superintendent must indicate, the position/title of the personnel/official, the inclusive dates of travel, the purpose and whether it is official or personal and the source of funds. **The request for authority to travel must be received by this Regional Office at least three (3) days before the scheduled date of travel.** In case of study visits of teaching/non-teaching staff and/or students, the schools division superintendent should have the following file in his/her office:

- 1.4.1 Approved Itinerary of Travel
- 1.4.2 Rationale of the Travel
- 1.4.3 Parental Consent (in case of the students travel)

1.5 **Travel of Regional Officials to Division Offices.** Regional officials doing monitoring/supervisory visits to a schools division/school shall inform the Schools Division Superintendent/s of said visit at least three (3) days before the scheduled date and its purpose through any means of communications.

1.6 **Travel Outside of the Country.** For travels outside of the country either on official or personal business, the request for issuance of travel authority shall be approved **ONLY** by the Secretary of the Department of Education duly endorsed by the Regional Office. **The request to travel abroad must be received by the Regional Office at least thirty (30) days before the scheduled date of travel. The duly endorsed request for travel abroad must be received by the Central Office at least fifteen (15) days before the scheduled date of travel. The Regional Office will not process/endorse the request for travel authority abroad if the periods herein provided are not strictly observed.**

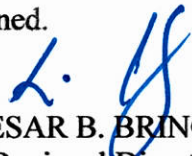
2.0 **Travel of teachers during school days.** Teachers who apply to travel abroad during schools days are strictly discouraged to do so except in extreme/emergency cases (e.g. between life and death) in compliance with time on task policy of the Department. Holding of Saturday classes to make up for loss of contact hours with the pupils/students shall be approved by the Schools Division Superintendent.

3.0 Trips which are of cultural, historical and scientific interest such as visits to provincial/local museum, science centrum, historical sites/shrines should be included in the itinerary of travel during study visits.

4.0 Signing authorities

PARTICULARS	ENTRIES	SIGNING OFFICERS
Travel within the District	Approval	School Head
Travel outside of the District but within the Division	Approval	School Head
Travel outside the Division but within the Region	Approval	Schools Division Superintendent
Travel outside of the Region but within the country	Approval	Regional Director
Travel outside of the country	Approval	Secretary of the Department

5.0 Immediate dissemination of this Memorandum is enjoined.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

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

AUTHORITY OFFICIALS TRAVEL

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