



Republic of the Philippines

Department of Education

REGION VIII

SCHOOLS DIVISION OF CALBAYOG CITY

November 4, 2022

DIVISION MEMORANDUM

No. 465, s. 2022

OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION

To: Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisor
 Secondary and Elementary School Heads
 Section/Unit Heads
 Teachers
 All Others Concerned

- Pursuant to DepEd Order No. 043, s. 2022 amended by DepEd Order No. 046, s. 2022 providing the **Omnibus Travel Guidelines for All Personnel of the Department of Education**, hereunder are the processes and the prescribe requirements for all travels of the SDO personnel, whether foreign/local or official/personal.
- Recommending and Approving Authorities for Foreign and Local Official Travel.** The following provisions are part of DepEd Order No. 046, s. 2022 specifically for the Division level and School level.

a. For Official Foreign Travel

OFFICE/POSITION	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Schools Division Superintendent (SDS) and Assistant SDS	RD	Usec for Governance and Field Operations
Division Chief, and below, including Public Schools District Supervisors (PSDS)	SDS	Usec for Governance and Field Operations
School Heads	SDS	Usec for Governance and Field Operations



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Teaching personnel and non-teaching personnel (school based)	SDS	Use for Governance and Field Operations
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b. For Official Local Travel

OFFICE/POSITION	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Schools Division Superintendent (SDS)	None	RD (for destinations outside of the Division only)
Assistant Schools Division Superintendent (ASDS)	SDS (for destinations outside the Division only) None (for destination within the Division)	RD (for destinations outside the Division only) SDS (for destinations within the Division)
CID Chief and personnel including Education Program Supervisors, Public Schools District Supervisors (PSDS)	ASDS, in her absence the CID Chief	SDS
SGOD personnel	ASDS, in her absence the SGOD Chief	SDS
OSDS Unit Heads and personnel	ASDS, in her absence the AO V for Administrative Services	SDS
School Heads	ASDS, in her absence the PSDS	SDS
Teaching personnel and non-teaching personnel in school (for destination within the Division)	None	SH
Teaching personnel and Non-Teaching Personnel in school (for destination outside the Division)	SH	SDS

c. Use of Locator Slips – For activities/events/errands or performance of an assigned task that would require a DepEd Official or employee to be outside of his/her permanent station or workplace during office hours within a day, for an entire day, or for a period not exceeding one day, a Locator Slip (Revised Annex E), duly approved by the Head of Office or his/her Authorized Representative, and certified/signed by



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the authorized personnel from the office/place visited, may be used as the authority to travel. A Certificate of Appearance may be secured from the office visited, in lieu of the Certification/signature of the person visited.

The accomplished and signed Locator Slip shall serve as the authority to travel and may be used for reimbursement of actual transportation expenses only. In no case shall it be used for personal business.

3. Personal Travel

a. General Guidelines

3.1 Authorized Personal Foreign Travel. No DepEd official or employee shall be allowed to depart for any personal foreign travel, unless such official or employee has duly accomplished the requisite leave form (CSC Form 6) and has obtained travel authorization.

Travel authorization shall only be granted by the Approving Authority after a determination that the absence of the requesting official or employee will not hamper the operational efficiency of his/her office.

OFFICE/POSITION	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)	RD	Usec – HROD
Division Chief, and below, including PSDS	SDS	RD
School Head	SDS	RD
Teaching personnel, and Non-Teaching personnel	SDS	RD

3.2. SPECIFIC GUIDELINES FOR PERSONAL FOREIGN TRAVEL

3.2.1 Procedure in the Application and Approval of Personal Foreign Travel

a. The official or employee requesting for authority to travel shall accomplish and submit a Travel Authority for Personal Travel form (Annex D) with the following supporting documents.



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- 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 Non Pending Case; and
- iii. For Division Chiefs and higher, a draft Special Order designating an Officer-in-Charge, if applicable, so as not hamper the day-to-day operations of the office.

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.

3.3 SPECIFIC GUIDELINES FOR PERSONAL LOCAL TRAVEL

3.3.1 Procedure in the Application and Approval of Personal Local Travel

a. The official or employee concerned shall accomplish and submit a Travel Authority for Personal form, with the following supporting documents, to the office of the Approving Authority not less than five (5) working days before the scheduled departure date:

- i. Written manifestation, noted by his/her Head of Office, that his/her absence will not hamper the operational efficiency of the office, and
- ii. 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.

b. DepEd officials or employees whose personal local travel will not exceed for a period of three (3) days need not secure authorization prior to the travel, but must accomplish and submit the requisite leave forms not less than five (5) working days before the scheduled departure date., provided, that officials with the rank of division chief and above shall submit to the Approving Authority a draft Special Order designating an Officer-in-Charge.



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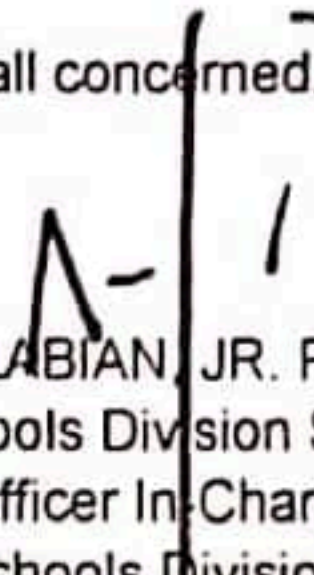
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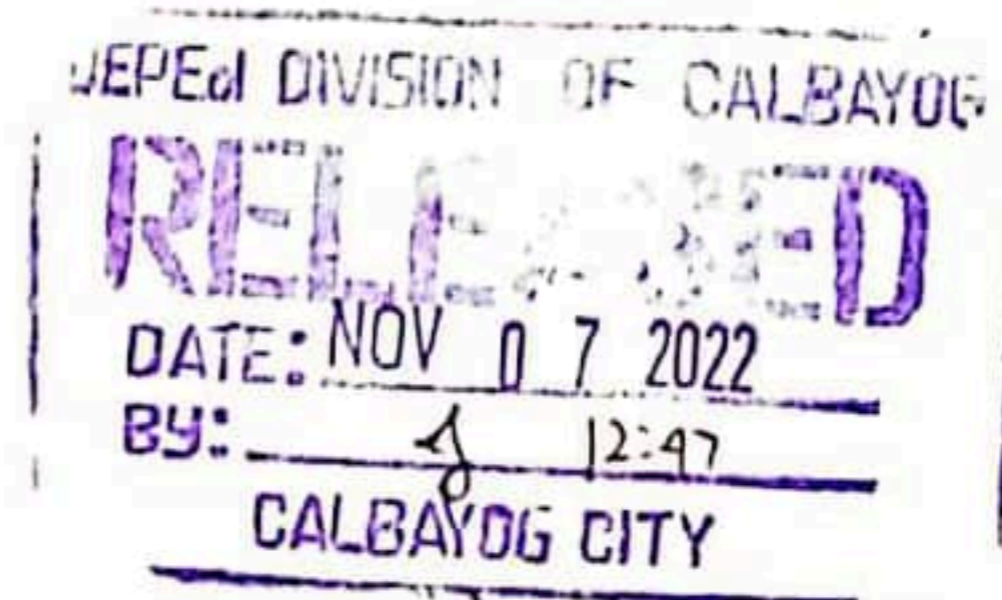
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4. For the information, immediate dissemination and compliance of all concerned.


MOISES D. LABIAN, JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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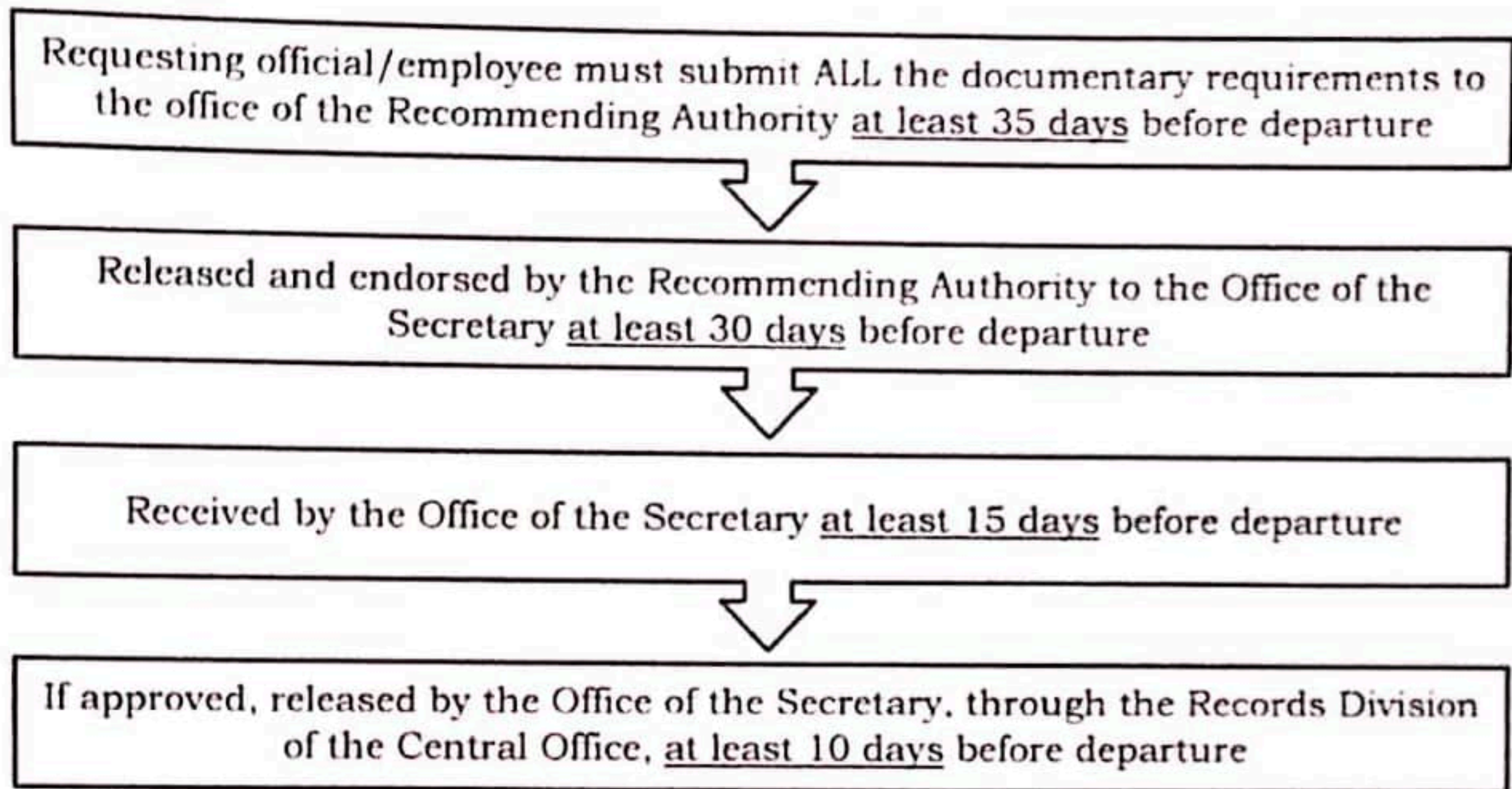
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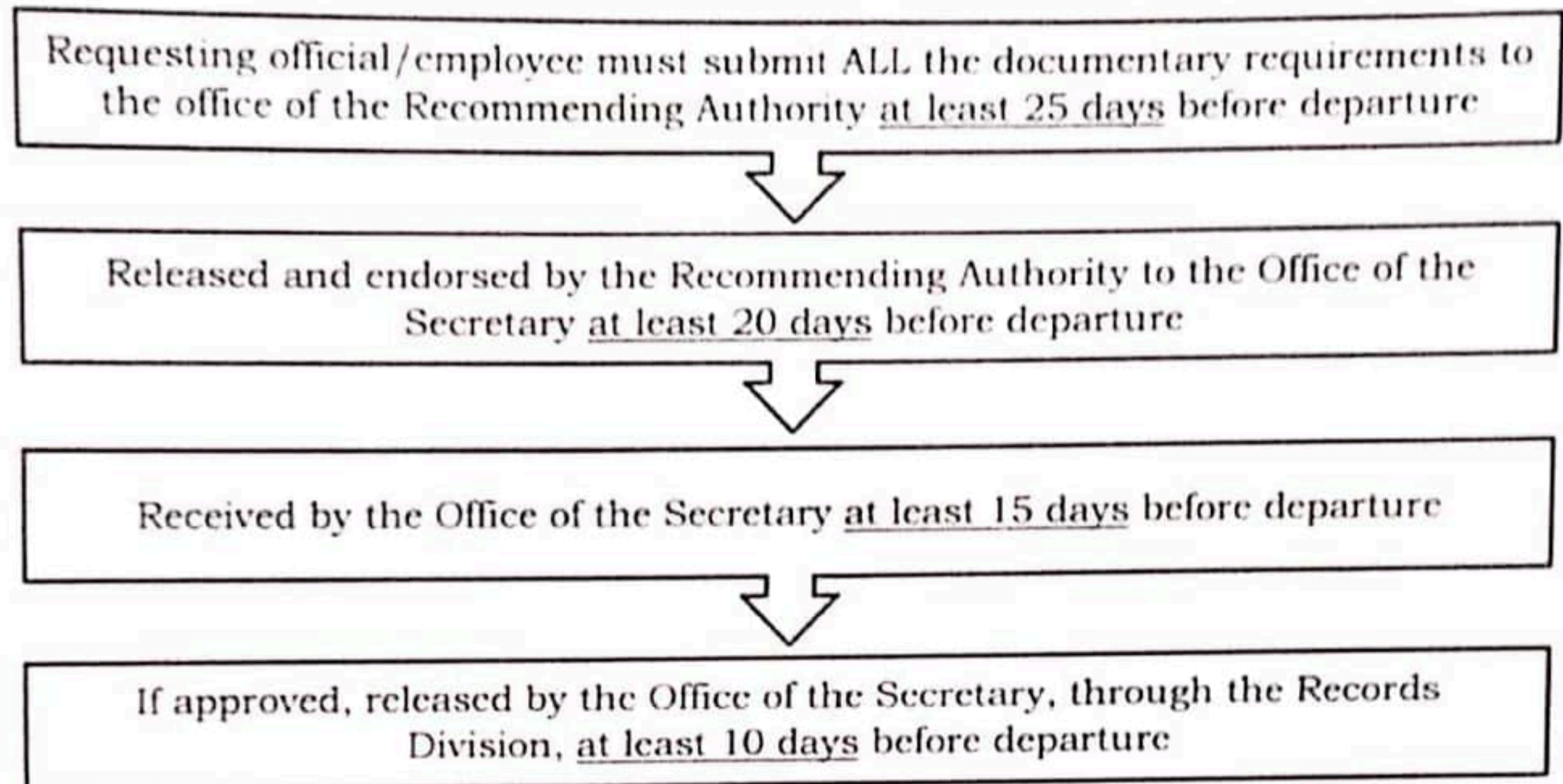
TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel (must be supported by attachments)	
Host of Activity	
Inclusive Dates	
Destination	
Fund Source	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p>	
_____	_____
Name and Signature of Requesting Employee	Date
<p><i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i></p>	
_____	_____
Name and Signature of Recommending Authority	Date
APPROVED	
_____	_____
Name and Signature of Approving Authority	Date

Annex B. Process Flow for Official Foreign Travel Authority Requests of Field Personnel



Annex C. Process Flow for Official Foreign Travel Authority Requests of CO Personnel





No.: _____

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TRAVEL AUTHORITY FOR PERSONAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Inclusive Dates	
Destination	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
_____ Name and Signature of Requesting Employee	_____ Date
APPROVED.	
_____ Name and Signature of Approving Authority	_____ Date