



Republic of the Philippines  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
[www.depednegor.net](http://www.depednegor.net)

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(035) 225-1640 & (035) 225-6180 (Accounting Section); (035) 422-3921 (Supply Section)

October 15, 2014

**MEMORANDUM**

**TO :** Education Program Supervisars/Coordinatars  
District Supervisars/In-Charge  
Schaal Heads, Elementary and Secondary  
Division Office Section Heads  
Teaching/Non-Teaching Persannel  
All Others Concerned

For the infarmation and guidance of all concerned, attached is Regional Memorandum No. 646, s. 2014 dated October 17, 2014 together with its enclasures entitled "PROTOCOLS FOR TRAVEL AUTHORITY REQUESTS FOR OFFICIAL TRAVEL ABROAD", which is self-explanatory.

Please refer to the attached communication far details.

Immediate dissemination of and strict compliance with this Memarandum is desired.

GOD BLESS!

**SALUSTIANO T. JIMENEZ, LI.B., CESO VI**  
Schools Division Superintendent

10/25/14

STJ/bing

*"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*

27 OCT 2014



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
Region VII, Central Visayas  
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM  
NO. 646 s. 2014

OCT 17 2014

D: 10/17/14 *rg*

**PROTOCOLS FOR TRAVEL AUTHORITY REQUESTS FOR OFFICIAL  
TRAVEL ABROAD**

**TO :** Schools Division/City Superintendents  
Officers-in-Charge of Interim Divisions  
Chiefs of the Regional Office  
All Concerned

1. The Department of Education (DepED) hereby issues DepED Order No. 43, s. 2014 dated October 9, 2014 to clarify the process and simplify documentary requirement for **travel authority requests for official travel abroad**. Requesting officials/personnel should be guided on the following :

- a. All travel authority requests for official travel abroad are covered by these protocols;
- b. All personnel are encouraged to start processing requests as early as possible;
- c. DepED Offices must act on requests immediately to avoid any delays;
- d. DepED Offices managing international programs and other opportunities abroad must integrate these protocols and its requirements in their respective processes;
- e. Partner organizations are likewise requested to observe these protocols in their respective program timelines; and
- f. Personnel are discouraged from booking flights before securing an approved travel authority unless absolutely necessary.

2. Process Flow

a. Process Flow for Field Personnel

- i. All travel authorities must be signed by the Secretary and released by the Central Office (CO) at least ten days before the departure date. To ensure this, requesting officials/personnel must refer to **DIAGRAM 1** to guide them on the minimum number of days required for processing at each level.
- ii. Depending on the employee's level (school/SDO/RO/CO), all documentary requirements must be submitted to the respective office at least five days before the minimum number of days specified in **Diagram 1** to give offices enough time to process documents.
- iii. Requests that violate this process flow at any level shall be automatically rejected. Requesting personnel are encouraged to start processing request and submit their complete documents as early as possible. All concerned offices must process and release travel authority requests immediately.
- iv. Once cleared and approved by the Regional Office, all requests for the approval of the Secretary shall be submitted to the Personnel Division in CO. These requests shall then be cleared by the Office of the Undersecretary for Regional Operations before final approval by the Secretary. Once approved, the Records Division shall release the travel authority immediately.

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Amt. Regional Director's Office Telefax: (032) 255-4542;  
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;  
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;  
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;  
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321  
Website: <http://www.depedro7.com.ph>

*" ESD 2015: Kamapagan ng Lahat, Pananaginipin ng Lahat "*

### 3. Request Forms and Documentary Requirements


To simplify documentary requirements, this Department has integrated all endorsements and clearances across all levels into a one-page form. The following are the guidelines on the use of the request form :

- a. Request FORM A shall be used by field personnel.
- b. Supporting documents such as official invitations, travel descriptions, program details, etc. need not be submitted to the Personnel Division in Central Office. The approval of the Regional Director for field personnel shall certify the relevance and authenticity of the travel.

### 4. Implementation

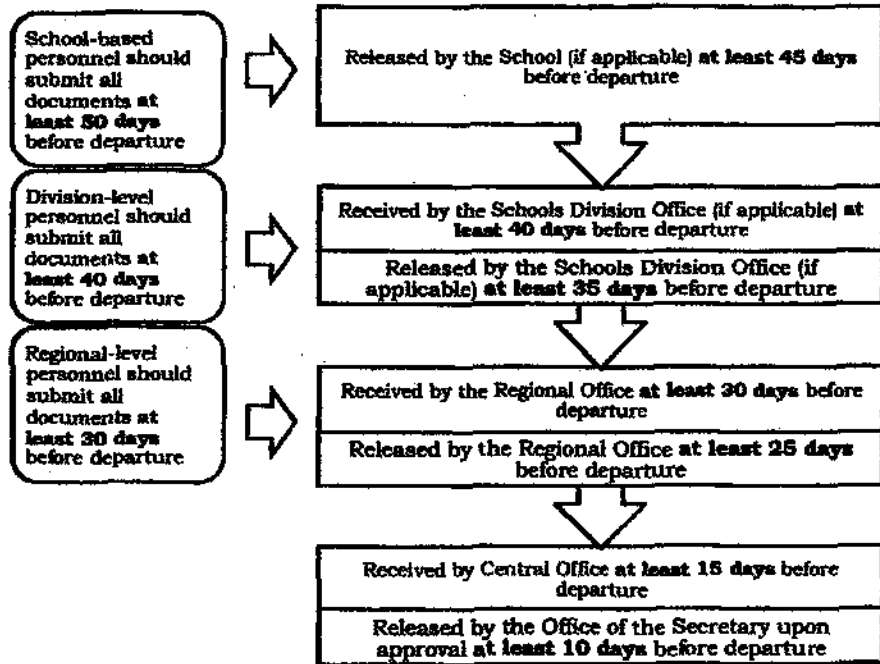
All requests for travel authority abroad received by the Personnel Division in Central Office from October 20, 2014 onwards must follow these protocols and use the new request form. Any request that does not follow the protocols stated in DepED Order No. 43, s. 2014 shall be rejected automatically and returned with no action. Offices that cause the delay in processing travel authority requests shall be dealt with accordingly.

5. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
CARMELITA T. DULANGON  
Director III  
Officer-in-Charge

Dir.CTD/lfc  
Page1-Reg.Memo Travel Abroad

*Diagram 1: Minimum Number of Days Required for Processing for Field Personnel*



**TRAVEL AUTHORITY REQUEST FORM A - FOR OFFICIAL TRAVEL ABROAD OF FIELD PERSONNEL**

<p>Name _____</p> <p>School/Office _____</p> <p>Designation _____</p> <p>Purpose of Travel _____</p> <p>Estimated Cost _____</p> <p>Travel Dates _____</p> <p>Destination _____</p> <p>Fund Source _____</p>	<p><b>Brief Description (3 sentences max)</b></p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<p>Nature of Travel: <input type="checkbox"/> Official Business <input type="checkbox"/> Official Time</p>	
<p>I hereby attest to the following:</p> <ol style="list-style-type: none"> <li>1. I am cleared of all monetary accountabilities.</li> <li>2. I am cleared of all property accountabilities.</li> <li>3. I have no pending case.</li> <li>4. I have no pending task.</li> <li>5. All reportorial requirements of any previous travels have been submitted.</li> </ol>	
<p>Name and Signature of Requesting Employee _____</p> <p>Date Submitted: _____</p>	

<p><b>SCHOOL CLEARANCES AND APPROVAL (if applicable)</b>      Date Received: _____ Date Released: _____</p> <p><i>This is to certify that the requesting employee is (1) cleared of all money and property accountabilities and (2) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.</i></p> <p align="center"><b>APPROVED:</b></p>	
<p>_____ Department Head (if applicable)</p>	<p>_____ SCHOOL HEAD/Authorized Representative</p>

<p><b>SCHOOLS DIVISION OFFICE CLEARANCES AND APPROVAL (if applicable)</b>      Date Received: _____ Date Released: _____</p> <p><i>This is to certify that the requesting employee is (1) cleared of all money and property accountabilities and (2) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.</i></p> <p align="center"><b>APPROVED:</b></p>		
<p>_____ Finance Services</p>	<p>_____ Administrative Services</p>	<p>_____ SCHOOLS DIVISION SUPERINTENDENT/Authorized Representative</p>

<p><b>REGIONAL OFFICE CLEARANCES AND APPROVAL</b>      Date Received: _____ Date Released: _____</p> <p><i>This is to certify that the requesting employee (1) has no pending case, (2) is cleared of all money and property accountabilities and (3) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.</i></p> <p align="center"><b>APPROVED:</b></p>		
<p>_____ Legal Unit</p>	<p>_____ Administrative Division</p>	<p>_____ REGIONAL DIRECTOR/Authorized Representative</p>

<p><b>CENTRAL OFFICE APPROVAL</b>      Date Received: _____ Date Released: _____</p> <p align="center"><b>APPROVED:</b></p> <p align="center">_____ SECRETARY/Authorized Representative</p>	
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