

Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

MAR 12 2009

DepED Order
 No. 23, s. 2009

**AMENDMENT TO ITEM K.3 (DOMESTIC TRAVEL FOR CENTRAL OFFICE
 OFFICIALS AND EMPLOYEES) OF DEPED ORDER NO. 66, S. 2008**

TO : Undersecretaries
 Assistant Secretaries
 Bureau/Center/Service Directors
 Regional Directors
 Schools Division Superintendents
 All Others Concerned


1. In the interest of the service, Item K.3 (Domestic Travel) of DepED Order No. 66, 2008, particularly for the DepED Central Office officials and employees, is hereby amended to read as follows:

"3. Travel Authority shall be signed by the following officials:

| Office/Position(s) | Up to 7 Days | | More than 7 days | |
|--|--|---|-----------------------------|--|
| | Recommending Approval | Approval | Recommending Approval | Approval |
| a. Central Office | | | | |
| a.1 Undersecretary/ Assistant Secretary Director/Project Manager | | Undersecretary for Finance and Administration or Secretary | Undersecretary concerned | Secretary |
| a.2 Division Chief | <ul style="list-style-type: none"> • Director (Bureau/Service/Center) • Project Manager • Assistant Secretary concerned • Undersecretary concerned | Undersecretary for Finance and Administration/ Undersecretary concerned | Undersecretary concerned | Undersecretary for Finance and Administration |

| Office/Position(s) | Up to 7 Days | | More than 7 days | |
|---|---|---|--|---|
| | Recommending Approval | Approval | Recommending Approval | Approval |
| a.3 Below Division Chief | <ul style="list-style-type: none"> • Division Chief • Director (Bureau/Service/Center) • Assistant Secretary concerned | Assistant Secretary concerned/ Undersecretary concerned | Division Chief/Assistant Secretary concerned | Assistant Secretary concerned/ Undersecretary concerned |
| a.4 Immediate Staff Under the Office of the Secretary | - | Assistant Secretary (Chief of Staff) | - | Assistant Secretary (Chief of Staff) |

2. Immediate dissemination of this Order is desired.


JESLI A. LAPUS
 Secretary

JE/196
 2/16

mgt/

Reference:

DepED Order: (No. 66, s. 2008)

Allotment: 1 - -(D.O. 50-97)

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

- AMENDMENT
- AUTHORITY
- CHANGE
- POLICY
- TRAVEL