



**Tanggapan ng Kalihim
Office of the Secretary**

FEB 09 2005

DepED MEMORANDUM

No. **34**, s. 2005

To : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents

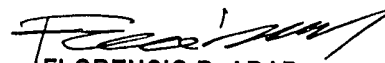
**Justification for Requests for Official Foreign Travel
of DepEd Officials and Teachers During Schooldays**

In line with the Department's efforts to increase engaged time-on-task and improve school supervision, all requests for foreign travel, whether on official business or official time only and regardless of source of funding, that will take away teachers, school heads and other officials from their classrooms, schools or offices should be justified in detail as to the following:

1. Why the travel has to be undertaken during schooldays
2. What are the expected benefits from the foreign travel
3. How the expected benefits can compensate for the loss in instructional time or supervision time.

DepEd offices, through which such requests for official foreign travel are coursed, should review the same in relation to the above concerns before endorsing to the Office of the Secretary.

For immediate dissemination and strict compliance.


FLORENCIO B. ABAD
Secretary

Reference:
None

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
TEACHERS
TRAVEL