



Republic of the Philippines
Department of Education

ORC-7076-0

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Tanggapan ng Kalihim
Office of the Secretary

MAR 12 2007


DEPED MEMORANDUM

No. **98**, s. 2007

**CLARIFICATIONS ON THE GUIDELINES IN REQUESTING
AUTHORITY TO TRAVEL ABROAD**

To: Undersecretaries
Assistant Secretaries
Directors of Bureaus/Services/Centers
Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Other Concerned

1. For purposes of clarification, only requests for authority to travel abroad on official business and official time are to be submitted to the Office of the Secretary for consideration and approval pursuant to DepED Memorandum No. 8, s. 2007 (*Guidelines in Requesting Authority to Travel Abroad*).
2. The provisions of DECS Order No. 34 s. 1999 (*Guidelines on Foreign Travels on Personal Business of Field Officials/Employees/Teachers*) that approval on requests for foreign travel on personal business shall be secured from the concerned Regional Director or his duly authorized official shall continue to be enforced.
3. Regional Directors and Schools Division Superintendents are enjoined to exercise proper judgment and be guided by the interests of public service in acting on requests for foreign travel on personal business during the school year.
4. Requests however for foreign travel of Regional Directors, Assistant Regional Directors, Schools Division Superintendents and Assistant Schools Division Superintendents, whether on official business, official time or leave with or without pay, shall be approved by the Secretary.
5. Immediate dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Reference:

DepED Memorandum: No. 8, s. 2007

DepED Order: No. 34, s. 1999

Allotment: 1—(D.O. 50-97)

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

AUTHORITY
EMPLOYEES
OFFICIALS
TRAVEL.