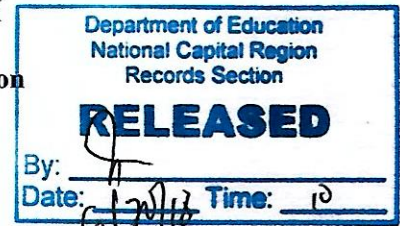




Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)



Regional Memorandum

No. 90, s. 2018

June 15, 2018

POLICIES ON FOREIGN TRAVEL

TO : SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOL HEADS

1. Pursuant to DepEd Memorandum No. 008, s. 2018, disseminating the Memorandum from the Office of the Executive Secretary dated January 3, 2018, DepEd Order No. 43, s. 2014, DECS Order No. 93, s. 1989, and other existing policies, the following guidelines shall be observed in the filing of application for authority to travel abroad:

A. Travel on Official Time or travel on Official Business- the application for travel authority shall reflect the following:

- a.) The purpose of the trip is strictly within the mandate of the requesting official/personnel;
- b.) The projected expenses for the trip are not excessive; and
- c.) The trip is expected to bring substantial benefit to the country.

For this purpose, the **following documents shall be submitted:**

1. Indorsement of the School Head (for school personnel) which will reflect the arrangement made during the absence of the school personnel to ensure continuity of service.
2. Indorsement of the Schools Division Superintendent
3. Form A (per DepEd Order No. 43, s. 2014)
4. Travel Information Form (see attached template)
5. Supporting Documents on the above forms such as -
 - Invitation letter
 - Program of activities
 - Itemized budget/estimated cost
 - Curriculum Vitae

B. Travel for personal reason - the following policy shall be observed:

- a.) Appropriate travel authorization has been obtained from the agency;

- b.) The requisite leave forms have been duly accomplished; and
- c.) The absence shall not hamper the operational efficiency of the agency.

Accordingly, **the following documents shall be submitted to this Office:**

1. Letter - application indicating the specific purpose of travel, destination, and the expected date of departure and return
 2. Approved Leave Form (*Form 6*)
 3. Indorsement of the School Head (indicating that the absence will not hamper the service)
 4. Indorsement of the Schools Division Superintendent
 5. Administrative Clearance (*Certification of No pending case*)
 6. Clearance from money and property accountability (**For leave of absence for 30 days or more**)
2. For official travel, the periods provided under *DepEd Order No. 43, s. 2014* for submission of application shall be observed and adhered to.
 3. For personal travel, the application shall be submitted to the Regional Office fifteen (15) days before the intended departure.
 4. Incomplete documentary requirements of application and failure to comply with the prescribed periods shall not be processed.
 5. It is reiterated that vacation leave of school heads and classroom teachers for travel abroad shall be applied during the summer vacation, semestral and Christmas break. No application for travel abroad shall be allowed during school days except for emergency cases and serious health concerns of the applicant or his/her immediate family, for which necessary supporting documents shall be required.
 6. For information and strict compliance.



WILFREDO E. CABRAL
Officer-In-Charge
Office of the Regional Director

