

10/14/2022

Reproduction No. 310, s. 2022

For Dissemination and Compliance

ROWENA T. QUIAMBAO, CESE

Asst. Schools Division Superintendent

Office In-Charge

Office of the Schools Division Superintendent

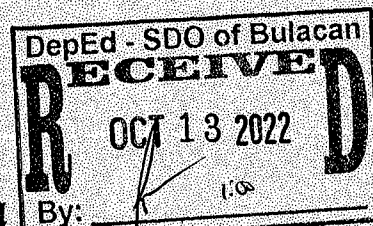
Schools Division of Bulacan



Republic of the Philippines

Department of Education

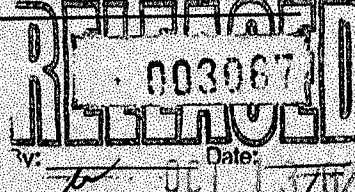
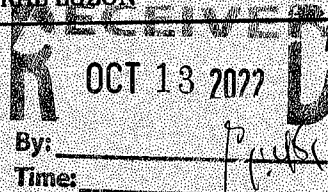
REGION III-CENTRAL LUZON



RECORDS SECTION, REGIONAL OFFICE NO. 3

REGIONAL MEMORANDUM

No. 379 s. 2022



DELEGATION OF SIGNING AUTHORITY TO REGIONAL DIRECTORS OF THE APPROVAL OF TRAVEL AUTHORITY FOR PERSONAL TRAVEL ABROAD

To : ALL SCHOOLS DIVISION SUPERINTENDENTS
All Concerned

1. Attached is DepEd Memorandum No. 091, s. 2022 entitled "Delegation of Signing Authority to Regional Directors of the Approval of Travel Authority for Personal Travel Abroad" dated October 7, 2022.
2. Effective October 10, 2022 onwards and shall remain in force until rescinded or revised, all authorities to travel abroad for personal vacation leave for all teaching and non-teaching personnel shall be approved by the Regional Director.
3. Please be reminded also of previous issuances on personal travel abroad such as:
 - a. All request for travel authority abroad must be submitted and received by this Office ten (10) days before the departure date.
 - b. Only request with valid reasons shall be approved by this Office like:
 - a.1. to attend seminars, conferences and other related activities for professional growth and education enrichment
 - a.2. for consultation or treatment of ailment or sickness
 - a.3. to accompany a sick/old relative with certifications from appropriate authority
 - a.4. Other reasons not included in the list shall be returned to your respective Schools Division Office without favorable action.
4. The following documents should also be complete and duly signed by the proper authority before forwarding to this Office, to wit:



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)

Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





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Department of Education
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- a. Endorsement from the Schools Division Superintendent (SDS)
 - b. Letter of intent indicating the place, duration and purpose of the travel
 - c. School Clearance
 - d. CSC Form 7 (Clearance)
 - e. Certificate that services can be dispensed conformed with by the teacher who will take over of the class during his/her leave of absence
 - f. CSC Form 6 (Leave Form during school days)
 - g. Medical Certificate (if sick leave of absence)
 - h. Certificate that the applicant has no existing provident loan
 - i. Promissory note for applicant/s with existing provident loan
5. For information and strict compliance.


MAY B. ECLAR, PhD., CESO III
Regional Director

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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

07 October 2022

DepEd MEMORANDUM
No. **091**, s. 2022


**DELEGATION OF SIGNING AUTHORITY TO REGIONAL DIRECTORS ON THE
APPROVAL OF TRAVEL AUTHORITY FOR PERSONAL TRAVEL ABROAD**

TO: **Undersecretaries**
 Assistant Secretaries
 Bureau and Service Directors
 Regional Directors
 Assistant Regional Directors
 School Division Superintendents
 Assistant Schools Division Superintendent
 All Others Concerned

1. In the interest of the service and pursuant to the provisions of Section 7(8), Chapter 2, Book IV, Executive Order 292, s. 1987 or the 'Administrative Code of 1987' providing for the Secretary's power to delegate authority to officers and employees under her direction, the Regional Directors are hereby given authority to sign the approval of authorities to travel abroad for personal vacation leave for all teaching and non-teaching personnel in the field.
2. This shall be effective from October 10, 2022 onwards and shall remain in force until rescinded or revised.
3. All requests for travel authority abroad received by the Personnel Division in CO before the said date shall be processed according to the previous approval process.
4. For your immediate compliance and preferential attention.



DEPED/SEC-412018


EPIMACO V. DENING III
Undersecretary and Chief of Staff