



Republic of the Philippines  
**Department of Education**  
 REGION III  
**SCHOOLS DIVISION OF BULACAN**

**DIVISION MEMORANDUM**

No. 42, s. 2023

To: Assistant Schools Division Superintendents  
 Public Schools District Supervisors  
 Division Chiefs  
 All Unit Heads  
 Elementary and Secondary School Heads  
 Elementary and Secondary ADAS II and III  
 Administrative Officer II  
 All Others Concerned

**SIGNATORIES FOR THE ISSUANCE OF ITINERARY OF TRAVEL**

1. Pursuant to COA Circular No- 2023-004 dated June 14, 2023 entitled Prescribing the Updated Documentary Requirements for Common Government Transactions, amending COA Circular No. 2012-011, dated June 14, 2012, this memorandum is issued to clarify and update the Recommending and Approving Authorities of Itinerary of Travel, as a supporting document, on official local travel of all DepEd Officials and Employees.
2. The recommending and approving authorities for the issuance of official Itinerary of Travel are indicated in the table below:

OFFICE/POSITIONS	CERTIFICATION	APPROVING AUTHORITY
<b>Division Office</b>		
1. Division Chiefs	ASDS	SDS
2. Below Division Chiefs, including PSDS	Division Chief	ASDS
3. OSDS Unit Heads	AOV	ASDS
4. Below Unit Heads	Unit Head	ASDS
<b>Schools</b>		
1. School Head (IU & Non-IU)	PSDS	ASDS
2. Teaching and Non-Teaching Personnel (IU)	School Head	School Head
3. District ADAS and AO	School Head	ASDS

1. Certification of Travel Completed should be signed by the Approving Authority of Itinerary of Travel.
2. This memorandum shall take effect immediately.
3. For widest dissemination and information.

  
**NORMA P. ESTEBAN, EdD., CESO V**  
 Schools Division Superintendent

Accounting Unit  
 November 9, 2023




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