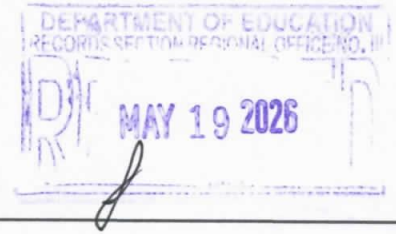


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CECILIA E. VALDERAMA, PhD, CESO VI  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON



**REGIONAL MEMORANDUM**

No. 154 s. 2026

**AMENDMENT TO RM NO. 149, S. 2026 (REVISED PROCEDURE IN THE  
PROCESSING OF REQUEST FOR PERSONAL FOREIGN TRAVEL AUTHORITY)**

To : Assistant Regional Director  
Schools Division Superintendents  
Heads of Public Elementary and Secondary Schools  
Human Resource Management Officers  
All Others Concerned

1. To further streamline the processing of requests for personal foreign travel authority, **for foreign travel with a duration of less than one month, the submission of a Certification that the applicant has no existing Provident Fund loan shall no longer be required.**
2. All other provisions of Regional Memorandum No. 149, s. 2026 shall remain in effect.
3. Widest dissemination of this Memorandum is desired.

**TOLENTINO G. AQUINO**  
Regional Director

References:

1. DepEd Citizens Charter 2026 1<sup>st</sup> Edition
2. Memorandum DM-OUHRODI-2026-1133 (Reminders on Updating the Field Offices and Schools' Citizens Charter in Alignment with the DepEd Citizens Charter 2026 Edition)
3. Regional Memorandum No. 149, s. 2026

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

CITIZEN'S CHARTER  
GUIDELINES  
POLICIES AND PROCEDURES  
TRAVEL AUTHORITY

/AO1  
May 14, 2026

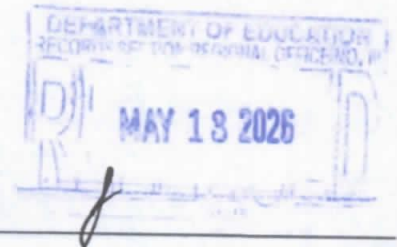


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Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON



**REGIONAL MEMORANDUM**

No. 149 s. 2026

**REVISED PROCEDURE IN THE PROCESSING OF REQUEST FOR PERSONAL  
FOREIGN TRAVEL AUTHORITY**

To : Assistant Regional Director  
Schools Division Superintendents  
Heads of Public Elementary and Secondary Schools  
Human Resource Management Officers  
All Others Concerned

1. Aligned with the release of the Department of Education (DepEd) Citizens Charter 2026 1<sup>st</sup> Edition, the processing of request for personal foreign travel authority shall be revised, particularly in securing the Certificate of No Pending Administrative Case for teachers and teaching-related personnel.
2. Teachers and related-teaching personnel who intend to avail of personal foreign travel shall secure first the Certificate of No Pending Administrative Case from the Regional Office Legal Unit prior to the submission of request for travel authority to the Regional Office.
3. The Certificate of No Pending Administrative Case shall have a validity period of six (6) months from date of issuance, unless sooner revoked by the Regional Director, as the disciplining authority.
4. The request for foreign personal travel authority shall be submitted to the Regional Office with the complete supporting documents as stated in DepEd Order No. 043, s. 2022, to wit:
  - a. Endorsement from the Schools Division Superintendent;
  - b. Letter Request;
  - c. CSC Form 6 (Leave Form);
  - d. CSC Form 7 (Office Clearance);
  - e. Certificate of No Pending Administrative Case;
  - f. Duly accomplished Travel Authority Form;



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- g. Written manifestation, noted by his/her Head of Office, that his/her absence will not hamper the operational efficiency of the office;
- h. For Division Chief or higher, a Special Order designating an Officer-In-Charge, if applicable, so as not to hamper the day-to-day operations of the office;
- i. Certification that the applicant has no existing Provident Fund loan, or a Promisory Note conformed by the guarantor/co-maker;
- j. Medical Certificate (for sick leave of absence).

5. It is reminded that all travel authorities pertaining to personal foreign travel must be submitted to the Approving Authority at least 10 days before the departure date and released by his/her office at least five (5) days before said date.

6. A copy of the DepEd Citizens Charter 2026 1<sup>st</sup> Edition is available at the DepEd website: [www.deped.gov.ph](http://www.deped.gov.ph).

7. This revised procedure shall take effect on June 1, 2026.

8. Widest dissemination of this Memorandum is desired.

**TOLENTINO G. AQUINO**  
Regional Director

References:

1. DepEd Citizens Charter 2026 1<sup>st</sup> Edition
2. Memorandum DM-OUHRODI-2026-1133 (Reminders on Updating the Field Offices and Schools' Citizens Charter in Alignment with the DepEd Citizens Charter 2026 Edition)

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/AO1  
May 6, 2026



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