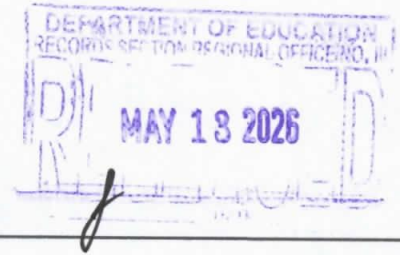




Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



Reproduction No. **026 s. 2026**

For dissemination and compliance.

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

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 1st 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;



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
Website: <https://region3.deped.gov.ph>





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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 1st Edition is available at the DepEd website: 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 1st 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)

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

CITIZEN'S CHARTER
GUIDELINES
POLICIES AND PROCEDURES
TRAVEL AUTHORITY

/AO1
May 6, 2026