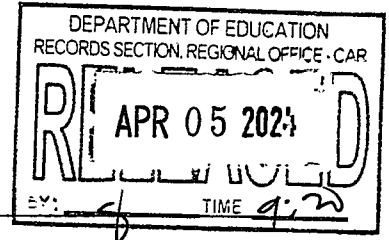




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



4 April 2024

REGIONAL MEMORANDUM
No. **200.2024**

REITERATIONS ON THE HOME VISIT FOR THIRD LEVEL OFFICIALS

To: Schools Division Superintendents
All Others Concerned

1. The following provisions of DepEd Memorandum dated February 5, 2020 with the Subject "**CLARIFICATION ON THE HOME VISIT FOR THIRD LEVEL OFFICIALS**", are hereby reiterated:

- a. Third level officials may still avail the **two (2) working days a month home visit inclusive of travel time from work station to residence and vice versa** and shall be considered **on official time only**.
- b. The disbursement or reimbursement of actual transportation expenses shall be deferred pending the issuance of legal basis from the Office of the President or the Department of Budget and Management.

2. Third level officials in the Region who opt to avail of the said privilege should submit their duly accomplished Travel Authority for Personal Travel (using Annex D of DepEd Order No. 43 s. 2022), for approval of the Regional Director, subject to the following conditions:

- a. The travel authority should be submitted/emailed to the Regional Office at least 3 days before the dates of travel (home visit);
- b. The travel should be a one-time availment of the monthly home visit which may be for 2 consecutive working days.

3. For more details, please contact the Administrative Services Division-Personnel Section thru car.personnel@deped.gov.ph.

4. For information, guidance and compliance.

Digitally signed by Carino Estela
Leon
Date: 2024.04.05 08:45:31
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ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

ASD/RS/aaa



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 - 1318
Email Address: car@deped.gov.ph

DepEd Tayo Cordillera <https://depedcar.ph>