



REGIONAL MEMORANDUM  
409.2017

Date: December 11, 2017

**REITERATION OF POLICIES ON TRAVEL**

To: Schools Division Superintendents  
 Regional Office Division Chief and Unit Heads  
 School Heads, Public Elementary and Secondary Schools  
 All employees of the Region

RELEASED  
 DEC 11 2017

DEPED-CAR Time: \_\_\_\_\_

**I. Travel on Official Business or on Official Time**

**1. Travel within the Region**

- 1.1. *Travel within the District.* The Authority to Travel shall be approved by the School Head. The concerned personnel/staff who will transact business in the District Office shall present to the District Supervisor the approved travel authority before he/she shall transact business in the said Office.
- 1.2. *Travel outside the District but within the Division.* The Authority to Travel shall be approved by the School Head. The concerned personnel/staff who will transact business in the Division Office shall present the approved travel authority before he/she shall transact business in the said Office.
- 1.3. *Travel Outside the Division but within the Region.* The Authority to Travel shall be approved by the Schools Division Superintendent or his/her authorized representative. The concerned personnel/staff who will transact business in the Regional Office shall present to the Chief Administrative Officer and the concerned Chief of Division/Unit the duly approved Travel Authority before he/she shall transact business in the said Office.
- 1.4. *Travel within the Region.* The Authority to Travel of all DepEd personnel within the Region shall be approved by the Regional Director. Guided by the interest of public service, the RO Division Chiefs or the immediate supervisor is responsible in ascertaining the reasonableness of the purpose of a leave of absence.

Regional Officials doing monitoring/supervisory visits to the Schools Division/School should inform the Schools Division Superintendent of said visit at least three (3) days before the scheduled visit and its purpose through any means of communication. The Schools Division Superintendent shall issue a Certificate of Appearance based on the approved Authority to Travel presented by the Regional Officials.

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit					





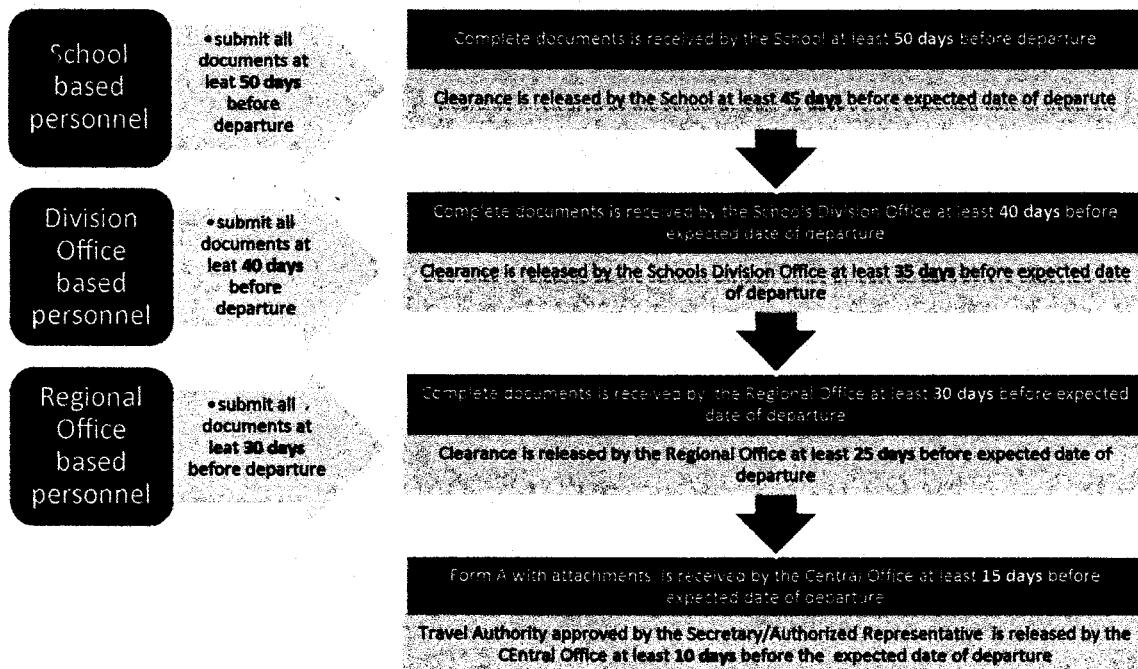
2. Travel Outside the Region but Within the Country. The Authority to Travel shall be approved by the Regional Director. The request to travel outside the region must be indorsed by the Schools Division Superintendent. The indorsement shall indicate the position/title of the personnel/official, the inclusive dates of travel, the purpose, that the travel is official, and the source of funds.

In case of study visits of teaching/non-teaching staff and/or students, the School Division Superintendent should have the following file in his/her Office:

- a. Approved Itinerary of Travel
- b. Rationale of the Travel
- c. Parental Consent (in case of student's travel)

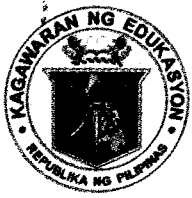
3. Travel Outside the Country. All travel authority requests for travel abroad **on official business and on official time** shall be signed by the Secretary. Requests for travel authority must be submitted to the CO at least ten (10) days before the expected departure date. Below is the process flow to guide requesting officials/personnel as to the minimum number of days required for processing in each level:

Diagram No. 1. Minimum number of days required for processing.  
 Source: DepEd Order No. 43, s 2014



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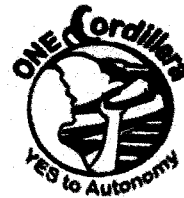
- 3.1. All documentary requirements must be submitted to the respective Office at least five (5) days before the minimum number of days specified in Diagram No. 1.
- 3.2. Requests that violate the above process flow at any level shall be automatically rejected/disapproved.
- 3.3. To simplify the documentary requirements, the Central Office has integrated all endorsements and clearances across all levels into a one-page form, herein attached as *Form 1*.
- 3.4. The requesting personnel shall submit pertinent supporting documents such as the following to the Regional Office for processing before the issuance of a Clearance, *to wit*:
  - a. Invitation for the requesting party from a foreign host;
  - b. Request of the invited party to his/her superior justifying the purpose of the travel;
  - c. Recommendation from immediate superiors; and
  - d. Travels on official business must include the estimate of expenses duly allotted and approved by the office where the expenses will be charged to subject to existing accounting and auditing rules and regulations.

## II. Travel on Personal Business

1. Travel within the Philippines. The requesting employee shall duly accomplish his/her CSC Form 6 (Leave Application Form) which shall be duly approved by the Schools Division Superintendent for division office personnel or the Regional Director for regional office personnel.
2. Travel outside the Philippines.
  - 2.1. Requests for foreign travel must be received by the Regional Office at least thirty (30) days prior to the expected date of departure for Assistant/Schools Division Superintendents, and at least fifteen (15) days prior to the expected date of departure for other DepEd personnel in the Region.
  - 2.2. The Authority to Travel of Assistant/Schools Division Superintendents and Assistant/Regional Directors shall be approved by the Secretary.
  - 2.3. Requests for travel abroad of Regional employees should comply with the following:

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- a. Application for leave of absence (Form 6) of the personnel approved by the Regional Director per DepEd Order No. 66, s. 2008;
- b. Letter Request for travel abroad, noted by the Chief of RO Division or Unit Head and approved by the Regional Director;
- c. Duly signed Clearance.

2.4. Requests for travel abroad of Division employees should comply with the following:

- a. Application of teachers/employees for travel abroad during their vacation leave should be favorably indorsed by the School Principal/School Head/Immediate Supervisor to the Schools Division Superintendent after ascertaining that classes/services handled by the teacher/employee shall not be disrupted during his/her leave of absence.
- b. Application for leave of absence (Form 6) of the school/division personnel approved by the Schools Division Superintendent per DepEd Order No. 66, s. 2008;
- c. Duly signed Clearance.
- d. Certification from the School that the classes administered by said teachers are not interrupted.

Favorable indorsement of the said travel abroad by the SDS shall then be appropriately acted upon by the Regional Office through the Administrative Division;

3. Section 57 of the Civil Service Omnibus Rules on Leave (CSC MC No. 41, 1998) states that *"leave without pay not exceeding one (1) year may be granted in addition to the vacation and/or sick leave."*
4. In the exigency of the service, leave of absence for travel abroad on a personal business within the year shall not exceed ninety (90) days, cumulative or intermittent.
5. Request for extension of travel abroad beyond the approved Leave of Absence is not allowed.
6. Leaves of absence must be justified and should not impair the efficiency of service. The following may be taken as examples for valid reasons for travel abroad:
  - a. To attend seminars, conferences and other related activities for professional growth and educational enrichment;
  - b. For consultation or treatment of ailment or sickness;

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Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



- c. To accompany a sick/old relative with certification from appropriate authority.
- 6.1. Reasons such as to visit cousins, for pleasure, as a tourist, etc. are not reasonable justifications for travel abroad if the services of the applicant are needed, the requested leave is too long, and hiring of a substitute will entail additional expenses.
7. In cases of travel abroad for the purpose of study, teachers are entitled to not exceeding one school year after seven years of service subject to other conditions set forth in the Magna Carta for Public School Teachers. In cases of study leave of teachers, only those whose positions can be handled by substitute teachers are allowed the maximum of one year study leave. Non-teaching personnel are entitled to up to six (6) months after at least two years of service subject to the conditions set forth in CSC Memorandum Circular No. 41, 1998 as amended by CSC MC No. 14, 1999.

For strict compliance.

*MAY B. ECLAR*  
**MAY B. ECLAR, Ph.D., CESO V**  
Officer-In-Charge  
Office of the Regional Director

- References: DECS Order No. 1, s. 1999  
DECS Order No. 34, s. 1999  
DepEd Memorandum No. 8, s. 2007  
DepEd Memorandum No. 98, s. 2007  
Regional Memorandum No. 106, s. 2009  
Regional Memorandum No. 103, s. 2012  
De4pEd Order No. 43, s. 2014  
CSC MC Circular No. 41, s 1998 as amended by MC No. 14, s 1999  
REPUBLIC ACT NO. 4670 (Magna Carta for Public School Teachers)

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