



SEP 22 2014

DIVISION MEMORANDUM

No. 471, s. 2014

**SIGNING AUTHORITIES FOR DOMESTIC AND FOREIGN TRAVELS
IN THE REGION AND DIVISION OFFICE**

To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. Attached herewith is Regional Memorandum No. 562, s. 2014, entitled, "Signing Authorities for Domestic and Foreign Travels in the Region and Division Office", for the information of all concerned.
2. Immediate dissemination of this Memorandum is directed.


ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

ADM/rng14

Telephone Numbers:

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Asst. Schools Division Superintendent:	(032) 520-3216 loc 104 (Dr. Leah Noveras)	E-mail Add: depedcebuprovince@yahoo.com
	(032) 520-3216 loc 102 or Fax /tel. no. 236-4628 (Mr. Roseller Gelig)	
Accounting Section:	(032) 254-2632 (Mrs. Gervacia Sanchez)	
Disbursing Section:	(032) 255-4401 (Ms. Ma. Teresa Peralta)	
Admin/Legal:	(032) 253-7847 (Mr. Jeremy Denampo)	



REGIONAL MEMORANDUM
NO. **562** s. 2014

**SIGNING AUTHORITIES FOR DOMESTIC AND FOREIGN TRAVELS
IN THE REGION AND DIVISION OFFICE**

TO : Schools Division/City Superintendents
Officers-in-Charge of Interim Divisions
Chiefs of the Regional Office
All Concerned

1. Pursuant to DepED Order No. 66, s. 2008 dated October 22, 2008 and DepED Order No. 14, s. 2010, this Office reiterates the guidelines in Domestic and Foreign Travels, as follows :

DepED Order No. 66, s. 2008 dated October 22, 2008 (Item K & I), entitled "Signing Authorities for Certain Administrative and Financial Matters in the Central and Field Offices"

K. DOMESTIC TRAVEL

1. No travel, on official time or business, shall be undertaken without an approved Authority to Travel. Funds shall be earmarked prior to approval of travel on official business.
2. The immediate supervisor of the employee shall approve the Itinerary of Travel.
3. Travel Authority shall be signed by the following officials :

OFFICE	Up to 7 days		More than 7 days	
	Recommending Approval	Approval	Recommending Approval	Approval
REGIONAL OFFICE				
RD	-	Undersecretary for Regional Office	Undersecretary for Regional Office	Secretary
ARD	-	RD	-	RD
Division Chief and Below	ARD	RD	ARD	RD
DIVISION OFFICE				
SDS	-	RD	-	RD
ASDS	-	SDS	SDS	RD
Supervisors (PSDS, ES I and School Head)	ASDS	SDS	ASDS	SDS
Teaching Personnel	School Head	SDS	School Head	SDS
Non-teaching Personnel				
- Division Office	Head of Admin. Unit	SDS	Head of Admin. Unit	SDS
- School	School Head	SDS	School Head	SDS

Regional Director's Office: Tel. nos.: (032) 231-4299; 231-4300; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321
Website: <http://www.depedro7.com.ph>

"*ESQ 2015: Karapatan ng Lahat, Pananagutan ng Lahat*"

4. *The Travel Authority outside the region for Division Office and school personnel shall be signed by the RD.*
5. *Upon presentation of Travel Authority and confirmation slip from Office visited, the Head of Personnel Division/Unit/Section shall issue Certificate of Appearance.*


L. FOREIGN TRAVEL

1. *All foreign travels shall be approved by the Secretary pursuant to DepED Memorandum No. 8, s. 2007, entitled "Guidelines in Requesting to Travel Abroad."*

DepED ORDER No. 14, s. 2010, (Item IV. Administrative Guidelines), entitled "Guidelines on Official Travels Abroad".

1. *All requests for Authority to Travel Abroad shall be submitted to proper line authorities before forwarding to the Office of the Secretary. The request shall include the accomplishment of the Form shown in Annex "A".*
 2. *No foreign travel shall be allowed to any official or employee who has a pending administrative case. The certification of non-pending administrative case shall be issued by the respective Legal Officers.*
 3. *No official or employee shall be sent to foreign training, conferences, or attend international commitments when they are due to retire within one (1) year after the said foreign travel.*
 4. *All attendance in meetings abroad shall be subject to availability of funds.*
 5. *No travel authority shall be issued, if the previous travel has not been liquidated and cleared.*
 6. *An official/employee traveling on a non-sponsored foreign trip on official time and official business shall be entitled to a daily allowance allowed under the United National Development Program (UNDP) DSA Index Rates.*
 7. *The concerned official/employee shall submit a report on the training/seminar/conference/meeting/workshop/study visit attended or inspection conducted within thirty (30) days after his/her return to the permanent official station. The report shall include DepED's critical inputs/contribution to said seminars, etc. and/or merits/benefits gained from the foreign travel.*
 8. *Personnel who files leave of absence with intention to travel abroad on personal capacity shall likewise secure travel authority.*
 9. *These guidelines will be assessed periodically and correction mechanism shall be instituted as may be necessary to make them more relevant and responsive to the needs of DepED.*
2. *All application for domestic and travel abroad of DepED Officials and employees shall be filed prior to the effectivity of travel; otherwise, such application will be disapproved.*
 3. *Strict compliance with this Memorandum is desired.*


CARMELITA T. DULANGON
Director III

 Officer-in-Charge