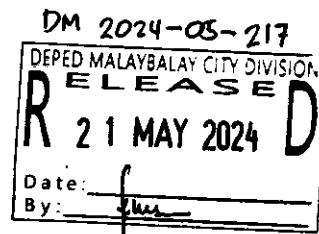




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY



Division Memorandum

No. 217,s 2024

TO: Assistant Schools Division Superintendents
Division Chiefs and Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

FROM: **CHERRY MAE LIMBACO-REYES**
Schools Division Superintendent

DATE: May 13, 2024

SUBJECT: **REITERATION OF REGIONAL MEMORANDUM NO 10, S. 2023**

1. This is to reiterate to all concerned personnel that the **Regional Memorandum No. 10, s. 2023** which expressly directs that all applications for personal foreign travel must be submitted to the Regional Office at least 10 days before the date of travel. Henceforth, submission of requests for Authority for Personal Foreign Travel endorsed by the School Division Offices which are less than ten (10) days before the departure date shall be returned without action by the Region Office.

2. The Region Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or politician affiliation.

3. For strict compliance.

References:

Regional Memorandum (No. 010, s. 2023 and No. 31s, s. 2024)

To be indicated in the Philippines Perpetual Index
under the following subject:

AUTHORITY TRAVEL



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph

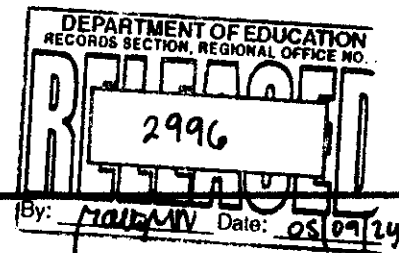


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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



May 03, 2024

REGIONAL MEMORANDUM
No. 0315, s. 2024

REITERATION OF REGIONAL MEMORANDUM NO 10, S. 2023

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Human Resource Management Officers
School Administrative Officers
All Others Concerned

1. This is to reiterate **Regional Memorandum No. 10, s. 2023** which **expressly directs that all applications for personal foreign travel must be submitted to the Regional Office at least 10 days before the date of travel.** Henceforth, submissions of requests for Authority for Personal Foreign Travel endorsed by the Schools Division Offices (SDOs) which are less than ten (10) days before the departure date **shall be returned without action** by this Office.
2. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
3. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: Regional Memorandum No. 10, s. 2023
To be indicated in the Perpetual Index
under the following subject:

AUTHORITY TRAVEL

AD-PS/amma-d





Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO

0169

01/10/23

January 9, 2023

REGIONAL MEMORANDUM

No. 010, s. 2023

STRICT ADHERENCE TO THE REQUIREMENTS SET BY DEPED ORDER NO. 043, S. 2022 (OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION) AS AMENDED BY DEPED ORDER NO. 046, S. 2022

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 All Others Concerned

1. Regarding the above-mentioned **DepEd Order No. 043, s. 2022** and **DepEd Order No. 046, s. 2022**, all Divisions are directed to strictly comply with the provisions contained therein.
2. In particular, all applications for personal foreign travel must be submitted to the Regional Office at least 10 days before the departure date. Divisions are instructed to no longer forward applications for travel authorities (personal foreign travel) with less than 10 days remaining before departure.
3. In order to expedite the processing of applications for travel authorities (personal foreign travel), Divisions are directed to evaluate said applications thoroughly. Should there be missing requirements, Divisions should not forward the incomplete applications to the Regional Office. Instead, the same may be returned to the applicants for compliance.
4. In addition, all teachers applying for leave of absence due to personal foreign travel must submit a certification that classes shall be handled by hired substitute teachers to be certified by the respective superintendents. Absent this requirement, the request for travel authority shall be returned.
5. This Office directs the immediate compliance and dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

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

TRAVEL AUTHORITY AMENDMENTS



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
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 Department of Education Region 10
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SOCOTEC

