



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

July 11, 2025


DIVISION MEMORANDUM

No. 314, s. 2025

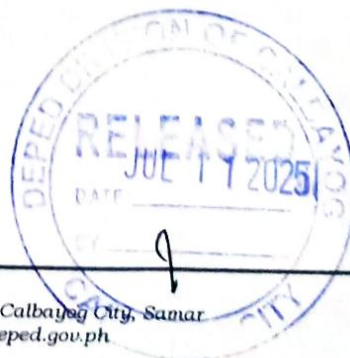
**REITERATION OF PERTINENT PROVISIONS OF THE TRAVEL GUIDELINES OF
THE DEPARTMENT OF EDUCATION FOR THIRD LEVEL OFFICIALS**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD & CID)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
Teaching and Non-Teaching Personnel
Division Office Personnel
All Others Concerned

1. Attached are the DepEd Memorandum dated April 30, 2025 and Regional Memorandum No. 681 s. 2025 dated June 13, 2025 with the subject: **Reiteration of Pertinent Provisions of the Travel Guidelines of the Department of Education for Third Level Officials.**
2. For information, immediate dissemination of and strict compliance with this Memorandum are desired.


MARGARITO A. CADAYONA, JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
SO # OSI 3. 2025

Enclosure: As stated
Reference: As stated



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph

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

P: Grace S. Pagunsan AOR
Kindly draft a memorandum
for dissemination of this
the bid.

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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 13, 2025

REGIONAL MEMORANDUM
No. **681** s. 2025

**REITERATION OF PERTINENT PROVISIONS OF THE TRAVEL GUIDELINES OF
THE DEPARTMENT OF EDUCATION FOR THIRD LEVEL OFFICIALS**

To: Schools Division Superintendents
All Others Concerned

1. Attached is a Memorandum dated April 30, 2025 with the subject:
**Reiteration of Pertinent Provisions of the Travel Guidelines of the Department
of Education for Third Level Officials.**
2. Immediate dissemination of and strict compliance with this Memorandum are
desired.

EVELYN R. FETALVERO, CESO III
Regional Director

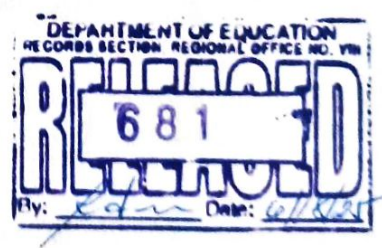
Enclosure: As stated
Reference: As stated

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

THIRD LEVEL OFFICIALS

TRAVEL GUIDELINES

AD-PS-EDR



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

FOR : Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : **PETER IRVING C. CORVERA**
Undersecretary
Office of the Secretary

WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

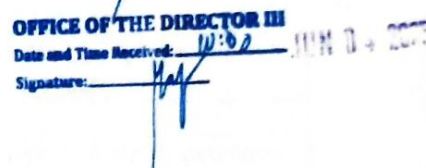
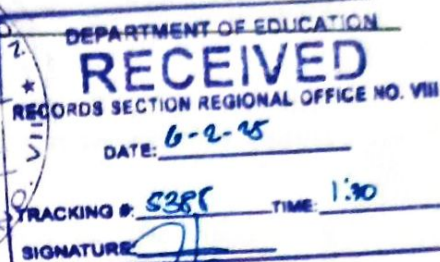
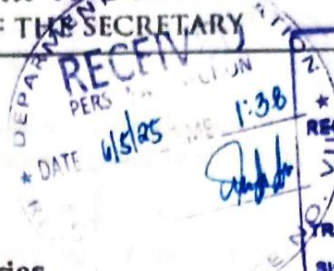
SUBJECT : **REITERATION OF PERTINENT PROVISIONS OF THE TRAVEL
GUIDELINES OF THE DEPARTMENT OF EDUCATION FOR
THIRD LEVEL OFFICIALS**

DATE : 30 April 2025

Considering the significant increase in both foreign and local travels of DepEd third-level officials, this memorandum serves to reiterate the relevant provisions of DepEd Order No. 43, s. 2022, also known as the *Omnibus Travel Guidelines for All Personnel of the Department of Education* and its amendment under DepEd Order No. 46, s. 2022.

This is to clarify the procedures for issuing personal and official travel authorities for DepEd officials. Therefore, all concerned are hereby instructed to strictly adhere to the following guidelines:

1. **Regional Director and Assistant Regional Director of the same region cannot travel on the same dates, nor can Schools Division Superintendent and Assistant Schools Division Superintendent of a Schools Division Office.** This policy ensures that leadership is always present to manage the operations in the field offices.
2. For Foreign Official or Personal Travel of Regional Directors and Schools Division Superintendents, a **recommendation** submitted by the Regional Director of the duly designated Officer-in-Charge is **requisite**. All



Designation Orders of third level officials shall be prepared and officially be released only by the Central Office.

3. **No DepEd officials shall be allowed to depart for any official or personal foreign travels and/or official local travel without the approved and signed travel authority.**
4. **All documentary requirements must be submitted to the approving authorities pursuant to the guidelines prescribed under DO 43, s. 2022. Below is the minimum number of days required for processing:**

Type of Travel	Minimum No. of Days for Processing
Field Office	
Official Foreign Travel	At least 35 days before departure date
Personal Foreign Travel	At least 10 days before
Central Office	
Official Foreign Travel	At least 25 days before departure date
Personal Foreign Travel	At least 10 days before

5. **Travel requests received after the minimum number of days required for processing will still undergo the usual process and evaluation by the signing authorities. However, travel requests received on the day or a day before the departure date will not be processed, except for emergencies or exceptional circumstances to be determined by the Central Office. This ensures that all travel requests are properly vetted and approved.**
6. **Extended travel time before or after the schedule of the activity to be attended is not permitted. Taking of personal leave immediately before or after official travel is highly discouraged. This policy aims to maintain the integrity and focus of official duties without the interference of personal matters.**
7. **Travel authority shall only be granted by the Approving Authority after determination that the absence of the requesting official will not hamper the operational efficiency of his/her office.**
8. **Requesting officials are discouraged from booking flights before securing an approved travel authority. This ensures that all travel plans are officially sanctioned and avoids potential complications and cancellations.**
9. **The Bureau of Human Resource and Organizational Development-Personnel Division (BHRD-PD) shall monitor compliance with these guidelines and ensure implementation of the said DepEd Order.**

For strict compliance.