



Republic of the Philippines
Department of Education
MIMAROPA REGION

SCHOOLS DIVISION OF OCCIDENTAL MINDORO



DEP-ED OCCIDENTAL MINDORO
RELEASED
OCT 17 2022
DIVISION OFFICE
MAMBURAO

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

000383

To : OIC-Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

From:  LYNN G. MENDOZA
Assistant Schools Division Superintendent
Officer-in-Charge 
Office of the Schools Division Superintendent

Subject: DELEGATION OF SIGNING AUTHORITY TO REGIONAL DIRECTORS

Date: October 13, 2022

Per attached DepEd Memorandum No. 091, s. 2022 titled Delegation of Signing Authority to Regional Directors on the Approval of Travel Authority for Personal Travel Abroad, all requests for travel authority abroad of all teaching and non-teaching personnel in the field shall be approved by the Regional Director.

Further, the said memorandum does not cover official travel abroad which shall be approved by the Secretary of the Department. The recommending authorities are listed in IV.B.4 of the Omnibus Travel Guidelines for All Personnel of the Department of Education per DepEd Order No. 43, s. 2022.

Furthermore, more details on local and foreign, personal and official travels are stipulated in DO 43, s. 2022. All are expected to read and understand the contents of the said Order.

Attached also are the copies of the forms: Travel Authority for Official Travel, Travel Authority for Personal Travel, and Locator Slip.

For information and guidance.

ASDS Office_rsm/10.13.2022



✉ Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1840/0929-630-1538
occidental.mindoro@deped.gov.ph
f DepEd Tayo Occidental Mindoro

ANNEX A



No.: _____

**Republic of the Philippines
Department of Education**

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel (must be supported by attachments)	
Host of Activity	
Inclusive Dates	
Destination	
Fund Source	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
_____	_____
Name and Signature of Requesting Employee	Date
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i>	
_____	_____
Name and Signature of Recommending Authority	Date
APPROVED	
_____	_____
Name and Signature of Approving Authority	Date

A handwritten signature in blue ink, appearing to be "Agn".



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

07 October 2022

DepEd MEMORANDUM
No. **091**, s. 2022

**DELEGATION OF SIGNING AUTHORITY TO REGIONAL DIRECTORS ON THE
APPROVAL OF TRAVEL AUTHORITY FOR PERSONAL TRAVEL ABROAD**

**TO: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Assistant Regional Directors
School Division Superintendents
Assistant Schools Division Superintendent
All Others Concerned**


1. In the interest of the service and pursuant to the provisions of Section 7(8), Chapter 2, Book IV, Executive Order 292, s. 1987 or the 'Administrative Code of 1987' providing for the Secretary's power to delegate authority to officers and employees under her direction, the Regional Directors are hereby given authority to sign the approval of authorities to travel abroad for personal vacation leave for all teaching and non-teaching personnel in the field.
2. This shall be effective from October 10, 2022 onwards and shall remain in force until rescinded or revised.
3. All requests for travel authority abroad received by the Personnel Division in CO before the said date shall be processed according to the previous approval process.
4. For your immediate compliance and preferential attention.



To authenticate this document
please scan the QR code



DEPED-OSEC-473079


EPIMACO V. DENING III
Undersecretary and Chief of Staff



No.: _____

**Republic of the Philippines
Department of Education**

TRAVEL AUTHORITY FOR PERSONAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Inclusive Dates	
Destination	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
_____	_____
Name and Signature of Requesting Employee	Date
APPROVED.	
_____	_____
Name and Signature of Approving Authority	Date

