



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
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DIVISION MEMORANDUM

No. 208, s. 2019

To: Assistant Schools Division Superintendent
Division Chiefs
Schools Governance and Operations Division (SGOD)
Curriculum and Implementation Division (CID)
School Heads, Public Elementary and Secondary Schools
All Teaching and Non-Teaching Personnel in Schools
All Others Concerned

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Assistant Schools Division Superintendent
Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Policies on Travel Within and Outside the Division's Vicinity

Date: August 15, 2019

1. It has been observed that numerous teaching and non-teaching personnel are going out of the school campus without securing travel authority. Thus, to promote and ensure effective governance and accountability, this Office reiterates the policies of travel within and outside the Division's vicinity. Further, everyone is enjoined to strictly follow the "No approved Travel Order, No travel" Policy.
2. Employee shall strictly adhere to the following protocols:

2.1 Travel within Division's Vicinity

- 2.1.1 Teaching and Non-Teaching Personnel in schools are allowed to transact business outside the school campus with the approved Online Travel Order. Provided that the issuance of Travel Order strictly adheres to the standing policy on "no-disruption-of-classes" as stipulated in DepEd Order No. 9, s. 2005 entitled *Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith*.
- 2.1.2 Online Travel request must be filed 1-day before the trainings/seminar/meetings between 8:00 am to 4:00 pm.
- 2.1.3 For trainings, Seminars, and Meeting of Teachers & personnel
 - a. Program holder or Unit Head will identify the participant



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- for travel.
- b. HRD section (*SEPS*) will recommend personnel for travel subject for SDS approval.
- c. If approved, then the Unit Head/School Head will inform the personnel for travel
- d. Personnel/Teacher may access the website for online travel request.

2.2 Travel Outside Division's Vicinity (Within the Region)

- 2.2.1 Teaching and Non-teaching personnel shall secure Online Travel Order for all travels outside Division's Vicinity.
- 2.2.2 The School Head shall submit list of teachers then Travel Order of all Teaching and Non-Teaching Personnel in schools. Provided that the said travel will not compromise the school operations.
- 2.2.3 Travel Orders without the initial of the School Head shall not be acted upon.
- 2.2.4 Travels with longer duration (three days and above) shall only be approved by the Schools Division Superintendent.
- 2.2.5 Foreseen travels shall be requested five (5) days before the actual travel.

2.3 Travel Outside the Region (Within the Country)

- 2.3.1 For trainings, Seminars, and Meeting of Teachers & personnel
 - a. Program holder or Unit Head will identify the participant for travel.
 - b. HRD section (*SEPS*) will recommend personnel for travel subject for SDS approval.
 - c. If approved, then the Unit Head/School Head will inform the personnel for travel
 - d. HRD section (*SEPS*) will recommend personnel for travel to unit in-charge of manual application of travel request.
- 2.3.2 All travels outside the Region shall be recommended by the Schools Division Superintendent.
- 2.3.3 The approving authority shall be the Regional Director.

2.4 Travel Abroad

- 2.4.1 All Personnel are required to comply the necessary documents from the Personnel Section.
- 2.4.2 The Approving Authority shall be the Secretary of Education.
- 2.4.3 Request for travel abroad on foreseen travels must be submitted to the Personnel Section three (3) months prior to the intended date of Travel.
- 2.4.4 For scholarship matter, if the organizer sent the acceptance letter late then the Personnel may attach justification letter.

3. For strict compliance.

SGOD/mpm