



DEPARTMENT OF EDUCATION
DIVISION OF ZAMBO DEL NORTE
DIPOLONG CITY, 7100

RELEASED

21 JUL 2017

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region, IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
7100 Dipolog City

DIVISION MEMORANDUM NO. 255, series of 2017

TO: **Public Schools District Supervisors**
Principals
Teachers
All Others Concerned

FROM: **The Office of the Schools Division Superintendent**

DATE: **JULY 20, 2017**

SUBJECT: **PROTOCOL FOR TRAVEL AUTHORITY REQUESTS**

1. To expedite the official transactions of schools and field offices, this Office hereby reiterates the procedure provided in DepEd Order 66 s. 2008 in securing authority for domestic travels, as follows:


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. Effective immediately, authority requests for official travels shall be signed and approved by the following:

DESTINATION	OFFICE/POSITION	RECOMMENDING APPROVAL	APPROVAL
Within the District or Division	Teaching and non-teaching personnel of field offices	-	School Head
Within Region IX	Teaching and non-teaching personnel of field offices	School Head	ASDS assigned to the Congressional District
Within the Division or Region	SDO personnel and District Supervisors	Section Heads or Chiefs	SDS
Within the Division and Region	Chiefs, AO V	ASDS	SDS
Within the Division and Region	ASDS	-	SDS

Outside Region IX	All Division personnel	SDS	RD
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- 3. Requests that are violative of the above process flow shall be returned without action.
- 4. For information, guidance, and strict compliance.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Officer-In-Charge
Office of the Schools Division Superintendent