



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City 7100


Tel No.: (065) 212-5843

e-mail address: zn.division@deped.gov.ph



Division Memorandum
No. 010 s. 2019

TO: Public Schools Division Supervisors
Elementary and Secondary Schools Principals
Division Administrative Officers and HRMOs
All Others Concerned
This Division

FROM:  **MA. LIZA R. TABILON EdD, CESO VI**
Schools Division Superintendent

SUBJECT: Reminders and compliance on DepEd guidelines and updated
Requirements on foreign travel

DATE: January 09, 2020

1. Enclosed is Regional Memorandum No. 367, s. 2019 subject of which Reminders and compliance on DepEd guidelines and updated requirements on foreign travels dated November 29, 2019 from Regional Director DR. ISABELITA M. BORRES, CESO III.
2. Immediate dissemination of and compliance with this Memorandum is directed.

References: EO NO. 459
DepEd Order No. 14, s. 2010

GTJ/Requirements on foreign travels/DM001-2020/01092020
Classification: Memo



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DepEd RO IX, RECORDS SECTION
No. 8703
V. 9 DATE: 10 DEC 2019
RELEASED

Office of the Regional Director

REGIONAL MEMORANDUM
No. 367, s. 2019

RECORDS SECTION
DepED, Division of Zambo. Norte
No. _____
Date: 11 2019 By: 9
RECEIVED

TO : Schools Division Superintendents
Officer-In-Charge of the Office of the Schools Division Superintendents
Chiefs of the 8 Functional Divisions of the Regional Office
Elementary and Secondary School Principals and
District Supervisors
Division Administrative Officers and HRMOs
All Others Concerned
This Region

FROM : DR. ISABELITA M. BORRES, CESO III
Regional Director

SUBJECT : REMINDERS AND COMPLIANCE ON DEPED GUIDELINES AND UPDATED
REQUIREMENTS ON FOREIGN TRAVELS

DATE : November 29, 2019

I. In view of the meeting of DepEd HRMOs held last November 5, 2019 at BCD Conference Room, DepEd Central Office, wherein one of the agenda was the Personnel/HR Policy updates which DepEd Central Office had discussed about Travel Authority for Foreign Travels, its updates and guidelines, timelines and reasons for disapproval that field offices should be strictly followed as stated below, to wit:

II. Section 2, of E.O No. 459, dated September 1, 2005 clearly states "XXX all other government officials and employees seeking authority to travel abroad shall henceforth seek approval from their respective heads of agencies, regardless of length of their travel and the number of the delegates concerned. For the purpose of this paragraph, heads of agencies refer to Department Secretaries or their equivalents."

III. **Types of Travel Abroad:**

1. **Official Time**

- Attendance and participation to particular activity held overseas which may/may not directly related to official duties and responsibilities.
- DepEd funds will not be utilized to cover travel expenses.

2. **Official Business**



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- Attendance and participation to a particular activity held overseas which is directly connected to official duties. Some or all expenses incurred shall be covered by DepEd.

3. **Personal Travel Abroad**

- Travel overseas which is purely personal or private purpose without cost to the government.

IV. **Scope of Official Travel Abroad (Reference: DepEd Order No. 14, s. 2010)**

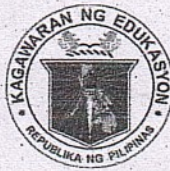
1. High level/ministerial meetings/conferences
2. Training and education abroad
3. Conferences/meetings/seminars/trainings/workshops/studyvisits/scholarships sponsored by international organizations and foreign schools
4. Invitation as resource or guest speaker, to officiate international sports competitions, or visit/inspect facilities or equipment of foreign suppliers pursuant to provisions of RA No. 9184

V. **The following may be taken as examples of valid reasons for Personal travel Abroad:**

1. To attend seminars, conferences and other related activities for professional growth and educational enrichment
2. For consultation or treatment of ailment or sickness
3. To accompany a sick/old relative with certification from appropriate authority

VI. **Administrative Guidelines for Travel Abroad**

1. All requests for Authority to Travel Abroad shall be submitted to proper line of authorities before forwarding to the Office of the Secretary.
2. No foreign travel shall be allowed to any official or employee who has pending administrative case.
3. No official or employee shall be sent to foreign training, conference, or attend international commitments when they are due to retire within one (1) year after the foreign travel.
4. All attendance in meetings abroad shall be subject to availability of funds.
5. No travel authority shall be issued if the previous travel has not been liquidated and cleared.
6. An official/employee on a non-sponsored foreign trip on official time and official business shall be entitled to a daily allowance allowed under United Development Program (UNDP) DSA Index Rates.
7. Official/employee shall submit a report on the official travel abroad attended within (30) days after his/her return to the permanent official station. The report shall



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include DepEd's critical inputs/contribution and/or merits/benefits gained from the foreign travel.

VII. Latest Issuances regarding Foreign Travel Abroad of all Government Officials and Personnel:

VIII. **DepEd Memorandum No. 8, s. 2018** - Dissemination of Memorandum from the Executive Secretary dated January 3, 2013 " Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department"

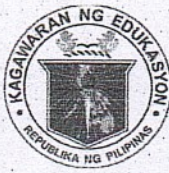
The following measures on foreign travel should be strictly observed:

1. No official foreign travel of government officials and personnel shall be allowed unless it satisfies all of the minimum criteria:
 - a. The purpose of the trip is strictly within the mandate of the requesting government official or personnel;
 - b. The projected expenses for the trip are not excessive, and;
 - c. The trip is expected to bring substantial benefit to the country.
2. No government official or personnel shall be allowed to depart for any travel abroad, even for personal or private purpose unless such official or personnel has:
 - a. Obtained the appropriate travel authorization form from his/her agency
 - b. Has duly accomplished the requisite leave forms
 - c. His/her absence shall not hamper the operational efficiency of the said agency.

IX. **What are the requirements?**

1. **For Official Travel Abroad:** (Reference: 1DepEd Memorandum No. 008, s. 2018; 2 DepEd Order No. 14, s. 2010)

- a. Travel Authority Request Form A1
 - b. Invitation for the requesting party from a foreign host²
 - c. Request of the invited party to his/her supervisor justifying the purpose of the travel²
 - d. Recommendation/Indorsement from subsequent superiors requesting Secretary's consideration²
 - e. Certification of No Pending Case issued by the respective Legal Offices³
 - f. Estimated expenses duly allotted and approved by the office where the expense will be charged to subject to existing accounting and auditing rules and regulations² – for *Official Business*
-



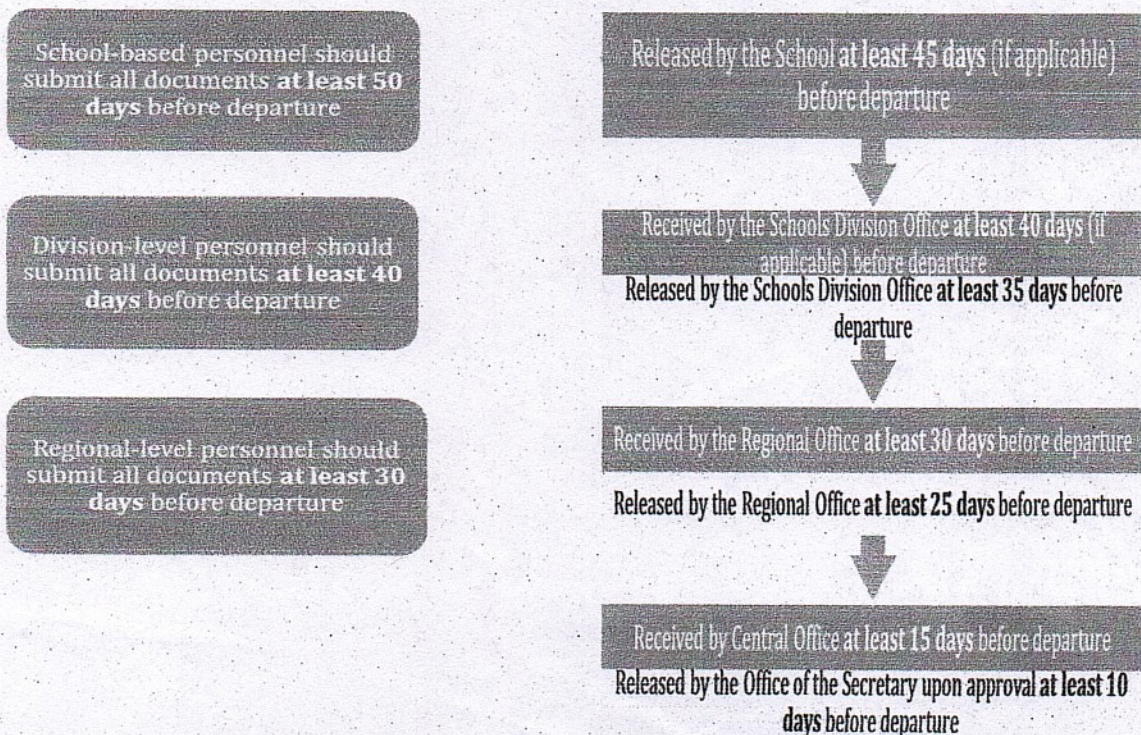
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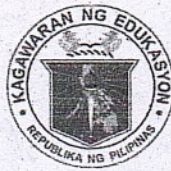
- g. Specify the source of funds to be utilized for the travel – *for Official Time*
- h. Written justification with the following points:
 - 1. The purpose of the trip is strictly within the mandate of the requesting government official or personnel;
 - 2. The projected expenses for the trip are not excessive and;
 - 3. The trip is expected to bring substantial benefit to the country.

2. For Personal Travel Abroad(Reference: 1DepEd Memorandum No. 008, s. 2018; 2 DepEd Order No. 14, s. 2010)

- a. Letter of intent to travel abroad from the requesting party to his/her supervisor indicating the purpose of the travel and that his/her absence shall not hamper the operational efficiency of the agency.¹
- b. Endorsement from subsequent superiors
- c. Accomplished CS Form No. 6 – Application for Leave¹
- d. Accomplished CS Form No. 7 - Clearance Form
- e. Certification of No Pending Case²
- f. Medical Certificate and Abstract from officially accredited hospital (for sick leave)

X. Minimum Number of Days Required for Processing for Field Personnel
(Reference: DepEd Order No. 43, s. 2014)





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- XI. **Minimum Number of Days Required for Processing and Document Release for CO and Field Personnel**
1. All travel authorities must be signed by the Secretary and released by the Central Office (CO) **at least 10 days** before the departure date.
 2. Requests that violate this process flow shall **automatically be rejected**.
 3. Once approved by the Secretary, the Records Division shall release the travel authority immediately.
- XII. **Reasons for Disapproval**
1. Request was received **less than 10 days** before the departure date
 2. Non-compliant/incomplete documents
 3. Training Program is not aligned with his/her functions (field of specialization)
- XIII. Immediate dissemination and strict compliance of this Memorandum is desired.

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

REMINDERS POLICIES/GUIDELINES REQUIREMENTS SUBMISSION

ORD-ADMIN-PER-RM-2019-012
PGL