



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

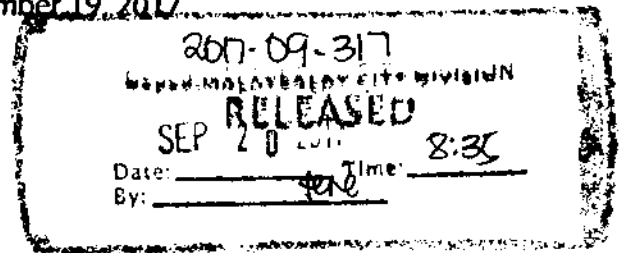
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September 19, 2017

DIVISION MEMORANDUM

No. 483, s. 2016



TO : Chief Education Supervisors and Staff, CID and SGOD
School Heads (Elementary and Secondary)
Section/Unit Heads and Staff
All Others Concerned

FROM : 
EDILBERTO L. OPLENARIA, CESO VI
OC, Schools Division Superintendent

Re : Travel Authority Guidelines and Checklist for Travels Abroad

1. For the information and guidance of all concerned, this Office hereby disseminates the herein Travel Authority Guidelines and Checklist from DepEd, Regional Office X, Cagayan de Oro City.
2. It is reiterated that submission of leave applications to travel abroad must be received by the Regional Office at least one (1) month before departure date. Teachers are not allowed to take Personal Leave to travel within the period June 1 to July 16 which is the opening of classes.
2. For information, guidance and widest dissemination.

Encl.:
As stated

Copy furnished:
Records Unit

TO BE POSTED IN THE WEBSITE

TRAVEL AUTHORITY GUIDELINES: (ABROAD)
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- Paragraph 3 of DO 12, s.1986 entitled “ Authority for Government officials and Employees to Travel and/or Work Abroad” which states that: It is desired that applicants for leave for this purpose should be submitted before the effectivity of the leave in order that prior approval of this Office is secured before the travel is undertaken.
- Attention is invited to CSC Memorandum Circular No.2, s.1985, to the effect that an application for vacation leave should be approved by proper authorities before the officer or employee goes on leave.
- Applicants for vacation leave received in this Office (DepED-ROX) after the effectivity of such leave shall be disapproved. Hence, the application will be return without action.
- No Personal Travel for the period: **June 1-July 16** for the preparation of the opening of classes (For Teaching Positions Only)
- Not all personal leave will be approved by the RD
- Submission of Leave Applications/Travel Abroad must be received by the Regional Office at least one (1) month before departure date.
- Official Travel (Attached Form A)

CHECK LIST:

- Indorsement from the Division Office
- Approved Form 6/Leave Form (**Indicate Country & Cellular Number**)
- Letter of Intent
- Certification of No Pending Administrative Case
- School Clearance
- Division Clearance

For inquiries contact:

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Travel Abroad- In charge DepED-ROX