



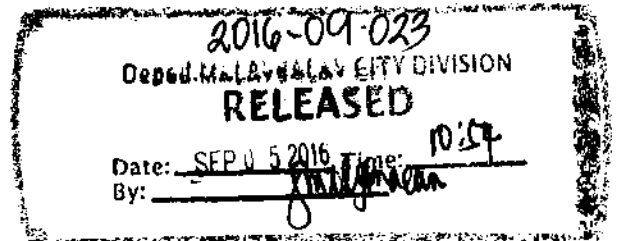
Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF MALAYBALAY CITY**  
Sayre Highway, Casisang, Malaybalay City  
Telefax # 088-314-0094



September 9, 2016

**DIVISION MEMORANDUM**

No. ~~458~~ s. 2015



**TO :** Chief Education Supervisors & Staff, CID & SGOD  
Elementary and Secondary School Heads  
Section/Unit Heads and Staff  
All Teaching and Non-teaching Personnel  
This Division

*[Signature]*  
**FROM :** EDILBERTO L. OPLENARIA, CESO VI,  
OIC, Schools Division Superintendent

**Re :** Securing Travel Order or Authority to Travel whenever on Official Business  
to the Division Office

1. Pursuant to DepEd Order No. 9, s. 2015 re: Instituting Measures to Increase Engaged Time-on-Task and ensuring Compliance therewith and to ensure safety and accountability, the school heads are hereby directed to require their teachers and office/administrative assistants to secure two (2) copies of Travel Order or Authority to Travel signed by the school head whenever on official business to the Division Office. One (1) copy is for the concerned personnel and one (1) copy is to be presented to the security guard on duty as gate pass and to be given to the action unit/personnel prior to transacting official business.
2. In the absence of the approved Travel Order or Authority to Travel, the field personnel will not be attended by the Division Office.
3. Further, the Division Office staff is advised to secure approved Travel Order or Authority to Travel of the concerned personnel before attending to them.
4. For information, guidance, and compliance.

Encl.:  
As stated

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