



DM 2020-3-120  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 04 2020  
TIME: 11:28

Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

**Division MEMORANDUM**

No. 120, s. 2020

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD and CID  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

**FROM:** VICTORIA V. GAZO  
Schools Division Superintendent

**DATE:** March 3, 2020

**SUBJECT: INCLUSION OF LETTER OF INTENT TO TRAVEL ABROAD (LITA) IN THE REQUIRED DOCUMENTS FOR THOSE TEACHING AND NON-TEACHING PERSONNEL WHO ARE APPLYING TO TRAVEL OVERSEAS**

1. Per DepEd Order No. 37, s. 2015 re: The Comprehensive Disaster Risk Reduction and Management (DRRM) in Basic Education Framework, Division Offices are mandated to implement DRRM-related interventions that shall target the provision or reinforcement of at least one of the three educational outcomes: access, quality, and governance. Relative thereto, this memorandum shall target the reinforcement of governance to ensure safety and sound health of the Division community.
2. This Office finds it necessary to mandate henceforth all its teaching and non-teaching personnel who plans to travel abroad whether official or personal to include a Letter of Intent to Travel Abroad (LITA) in their application to travel overseas. LITA shall contain the travel destination and the flight itinerary. LITA shall be submitted together with other required documents stated in existing policies regarding travel abroad.
3. Application for travel abroad shall be submitted to Human Resource Office (HRO) or its equivalent office for processing, a copy furnish of LITA shall be routed to Division DRRM Coordinator by the HRO for recording purposes.
4. In order to avoid disruption of classes, it is reiterated that travel abroad is not allowed during school days except for emergency cases and serious health concerns of the applicant or his/her immediate family.
5. For inquiries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through **0917 115 6864**.

Encls: None

Copy Furnished: Records Unit | DRRM



Address: Sayre Highway, Purok 6, Casisang, Malaybalay City  
Telefax: (088) 314 - 0094  
Email Address: malaybalay.city@deped.gov.ph