



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

DM - 2022-11-6006
DEPED MALAYBALAY CITY DIV.
RELEASED
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BY: *J. Masanda*

Division Memorandum
No. 6006,s 2022

To: Assistant Schools Division Superintendents
Division Chiefs and Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

FROM: **VICTORIA V. GAZO PhD, CESO V**
Schools Division Superintendent *y*

DATE: November 11, 2022

SUBJECT: **REGIONAL ADOPTION OF ISSUED ORDERS ON DEPARTMENT
OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL**

1. For the information and guidance of all concerned, enclosed is a copy of Regional Memorandum 699, s.2022 dated November 8, 2022, titled **Regional Adoption of Issued Orders on Department Omnibus Travel Guidelines for all Personnel**.
2. This issuance refers to **DepEd Order No.043, s.2022** dated October 10, 2022, titled **Omnibus Travel Guidelines for All Personnel of the Department of Education and DepEd Order No. 046, s.2022** dated October 17, 2022, amending the identified recommending and approving authorities for foreign and local official travel.
3. Immediate dissemination of and compliance with this Memorandum are desired.

Copy furnished:
Records file
AO file



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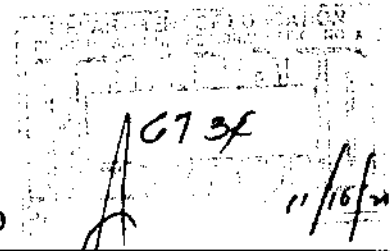


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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

2022-62639



November 8, 2022

REGIONAL MEMORANDUM
No. 699, s. 2022

**REGIONAL ADOPTION OF ISSUED ORDERS ON DEPARTMENT OMNIBUS
TRAVEL GUIDELINES FOR ALL PERSONNEL**

1. This issuance refers to **DepEd Order No. 043, s. 2022** dated October 10, 2022, titled **Omnibus Travel Guidelines for All Personnel of the Department of Education** and **DepEd Order No. 046, s. 2022** dated October 17, 2022, amending the identified recommending and approving authorities for foreign and local official travel.

2. On Official Foreign Travel at the Schools Division Office (SDO) and school levels:

For official foreign travels at the Schools Division Office (SDO) and school levels, travels of chiefs of divisions up to the officials and employees at the school level shall be recommended by the Schools Division Superintendent (SDS) and approved by the Undersecretary for Governance and Field Operations. As a matter of adopted office policy, however, a transmittal to the Office of Undersecretary for Governance and Field Operations must be made through the Regional Office (RO).

3. On Personal Foreign Travel:

- a. For Teaching personnel who go on personal travel outside the country, approval is now with the Office of the Regional Director (ORD) from the position of Assistant Schools Division Superintendent (ASDS) up to the level of the schools. Among others, Subparagraph B.1.a.i of DepEd Order No. 43, s. 2022 requires the submission of a "[W]ritten manifestation, noted by his/her Head of Office, that his/her absence will not hamper the operational efficiency of the offices; xxx."
- b. Adopting the subject requirement under the issued amendment, the SDS will now note the certification required.



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- c. Furthermore, in keeping with the mandate of this Department to provide quality basic education, this Office strongly encourages the field to include in the certification the assurance of providing for a substitute teacher to replace the absent teacher.

4. On Official Local Travel:

For chiefs of the divisions at the SDO level up to the officials and employees of schools, official travel outside the division is approved at the level of the SDS. To appraise this Office of travels incurred outside the Region by any field personnel, as a matter of policy, **a soft copy of the signed/approved issued travel must be emailed to the Administrative Division (AD), Regional Office (RO), at region10@deped.gov.ph.**

5. This Office directs the immediate and wide dissemination of and compliance with this Memorandum.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: None

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

AMENDMENTS

AUTHORITY

TRAVEL

* Regional Adoption of Issued Orders
on Department Omnibus Travel Guidelines for All Personnel

AD/shirley