



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

DM- 2023-01- 011
DEPED MALAYBALAY CITY DIVISION
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Division Memorandum

No. 011,s 2023

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

DATE: January 11, 2023

SUBJECT: **DISSEMINATION OF REGIONAL MEMORANDUM 010, SERIES 2023 STRICT ADHERENCE TO THE REQUIREMENTS SET BY DEPED ORDER NO. 043, S. 2022 (OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION) AS AMENDED BY DEPED ORDER NO. 046, S. 2022**

1. For the information and guidance of all concerned, enclosed is a copy of **Regional Memorandum No. 10, S. 2023** dated January 9, 2023, titled "**STRICT ADHERENCE TO THE REQUIREMENTS SET BY DEPED ORDER NO. 043, S.2022(OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION) AS AMENDED BY DEPED ORDER NO. 046, S.2022**"

2. Immediate dissemination of and compliance with this Memorandum are desired.

Copy furnished:
Records file
AO file



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



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

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01/10/23

January 9, 2023

REGIONAL MEMORANDUM

No. 010, s. 2023

STRICT ADHERENCE TO THE REQUIREMENTS SET BY DEPED ORDER NO. 043, S. 2022 (OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION) AS AMENDED BY DEPED ORDER NO. 046, S. 2022

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 All Others Concerned

- Regarding the above-mentioned **DepEd Order No. 043, s. 2022** and **DepEd Order No. 046, s. 2022**, all Divisions are directed to strictly comply with the provisions contained therein.
- In particular, all applications for personal foreign travel must be submitted to the Regional Office at least 10 days before the departure date. Divisions are instructed to no longer forward applications for travel authorities (personal foreign travel) with less than 10 days remaining before departure.
- In order to expedite the processing of applications for travel authorities (personal foreign travel), Divisions are directed to evaluate said applications thoroughly. Should there be missing requirements, Divisions should not forward the incomplete applications to the Regional Office. Instead, the same may be returned to the applicants for compliance.
- In addition, all teachers applying for leave of absence due to personal foreign travel must submit a certification that classes shall be handled by hired substitute teachers to be certified by the respective superintendents. Absent this requirement, the request for travel authority shall be returned.
- This Office directs the immediate compliance and dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

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

TRAVEL AUTHORITY AMENDMENTS



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
 (088) 856-3932 | (088) 881-3137 | (088) 881-3031
 Department of Education Region 10
 region10@deped.gov.ph
 http://deped10.com

