



Department of Education
Region III
DIVISION OF ANGELES CITY
Jesus Street, Pulungbulu, Angeles City



RELEASED

AUG 01 2018

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By _____
DepED Angeles City
Division of City Schools

July 31, 2018


DIVISION MEMORANDUM

No. 317, s. 2018

AUTHORITY TO TRAVEL ABROAD

To: Heads of Public Elementary and Secondary Schools

1. Pursuant to Regional Memorandum No. 97, s. 2018 entitled "Authority to Travel Abroad", all requests for authority to travel of both DepEd teaching and non-teaching personnel outside the Philippines whether on Official Business or Official Time shall be endorsed to the Office of the Secretary of Education for approval. Hence, all documents shall be addressed to the Office of the Secretary, recommending approval by the Regional Director.
2. Refer to the attached Regional Memorandum for the details.
3. Wide dissemination of this Memorandum is desired.


LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

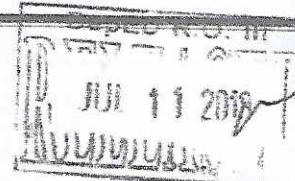
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July 9, 2018

REGIONAL MEMORANDUM

No. 97 s. 2018



To: All Schools/City Division Superintendents
Chiefs of Functional Divisions and Unit Heads

AUTHORITY TO TRAVEL ABROAD

1. All requests for Authority to Travel of both DepEd teaching and non-teaching personnel outside the Philippines whether on *Official Business* or *Official Time* shall be endorsed to the Office of the Secretary of Education for approval. Hence, all documents shall be addressed to the Office of the Secretary, recommending approval by the Regional Director.
3. To facilitate the process, provisions of DepEd Order No. 43, s. 2014 on the expected submission dates of requests and the minimum required days for processing are hereby reiterated:
 - a. School-based personnel should submit all documents at least 50 days and released by the school at least 45 days before departure;
 - b. Division-level personnel should submit all documents at least 40 days and released by the Schools Division Offices at least 35 days before departure;
 - c. Regional-level personnel should submit all documents at least 30 days and released by the Regional Office at least 25 days before departure.
 - d. Documents for approval at the Central Office should be submitted at least 15 days and released by the Office of the Secretary upon approval at least 10 days before departure.
4. All personnel are encouraged to submit required documents as early as possible while Schools and Schools Division Offices are requested to process requests immediately to avoid delays.
5. Immediate and widest dissemination of this Memorandum is desired.

MALCOLM S. GARMA, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

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