



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

January 18, 2023

DIVISION MEMORANDUM
No. 022, s. 2023

DISSEMINATION OF REGIONAL MEMORANDUM No.10, 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. 46, S.2022

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Division Personnel
This Division

1. For the information and guidance of all concerned, this Office disseminates Regional Memorandum No. 10, s. 2023, re: 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. 46, s.2022.
2. In particular, all applications for personal foreign travel must be submitted to the Regional Office at least 10 days before the departure date. To give ample time in processing and evaluating the documents, the Division Office sets submission of application for personal foreign travel to 20 days before departure date.
3. 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 Schools Division Superintendent. Absent this requirement, the request for travel authority shall be returned.
4. Wide dissemination and compliance of this Memorandum is desired.

JEAN G. VELOSO
Schools Division Superintendent

Encl: As stated
To be indicated in the Perpetual Index
Under the following subjects:
TRAVEL AUTHORITY AMENDMENTS



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ASENSO OZAMIZ!



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

NO 015

0169

By:  Date: 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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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



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