



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

March 16, 2023

**DIVISION MEMORANDUM**

No. 088, s. 2023

**CORRIGENDUM 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**

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, The Regional Office is amending item 4 of Regional Memorandum No. 10, s.2023 as follows:

“In addition, all employees applying for leave of absence due to personal foreign travel must submit a certification as to who will handle the assignments of the said employee while the employee is on leave to be certified by the Schools Division Superintendent. Absent this requirement, the request for travel authority shall be returned.”

Form is hereby attached.

2. To give ample time in the processing of documents, the submission of application for personal foreign travel to the Division Office must be at least **30 days** before the departure date.

3. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

4. Wide dissemination and compliance of this Memorandum is desired.

**JEAN G. VELOSO**  
Schools Division Superintendent



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: deped1miz@gmail.com

Our **LEARNERS**: *The Diamonds of the Fortress.*  
**ASENSO OZAMIZ!**



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

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## CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that in the absence of Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_, while he/she is on travel abroad  
from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_, his/her assignments shall be handled by  
the following employee/s:

ASSIGNMENT / TASK	ALTERNATE / SUBSTITUTE	CONFORMED (alternate/substitute must affix signature here)

This is to ensure that classes and/or the operations of this Division are not hampered during the travel of the above-named employee.

This certification is issued to support the employee's request for authority to travel abroad.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ at Division Office.

**JEAN G. VELOSO**  
Schools Division Superintendent

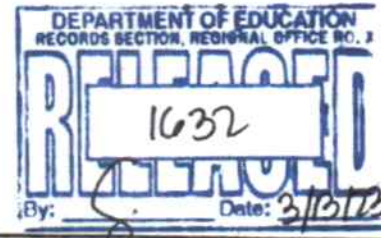


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Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
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Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO



March 06, 2023

REGIONAL MEMORANDUM  
No. 195, s. 2023

CORRIGENDUM TO 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. 046, S. 2022

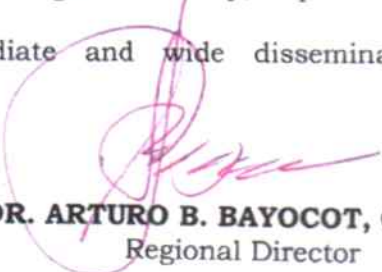
To: Assistant Regional Director  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
RO Chiefs  
All Others Concerned

1. This Office is amending item 4 of Regional Memorandum No. 10, s. 2023 as follows:

*"In addition, all employees applying for leave of absence due to personal foreign travel must submit a certification as to who will handle the assignments of the said employee while the employee is on leave, to be certified by the Schools Division Superintendent. Absent this requirement, the request for travel authority shall be returned."*

2. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

3. This Office directs the immediate and wide dissemination of this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: Sample template for certification  
Reference: Regional Memorandum No. 10, s. 2023  
To be indicated in the Perpetual Index  
under the following subjects:

TRAVEL

RE: Corrigendum to Regional Memorandum No. 10, s. 2023- certification for those who will travel abroad

AD/PS- amma



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>



Sample template for Certification for Travel Abroad

-----Letter Head-----

## CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that in the absence of Mr./Ms. \_\_\_\_\_, while he/she is on travel abroad from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_, his/her assignments shall be handled by the following employee/s:

ASSIGNMENT/ TASK	ALTERNATE/ SUBSTITUTE	CONFORMED <i>(alternate/substitute must affix signature here)</i>

This is to ensure that classes and/or the operations of this Division are not hampered during the travel of the above-named employee.

This certification is issued to support the employee's request for authority to travel abroad.

Issued this \_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Signature over printed name of Schools Division Superintendent

-----Footer-----



RECORDS FILE

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

0169

*[Handwritten Signature]*

01/10/23

NO DTK

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

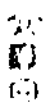
- Regarding the above-mentioned **DepEd Order No. 043, s. 2022** and **DepEd Order No. 046, s. 2022**, all Divisions are directed to strictly comply with the provisions contained therein.
- In particular, all applications for personal foreign travel must be submitted to the Regional Office at least 10 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

*[Handwritten Signature]*  
1.9.23

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>

