



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

May 16, 2023


DIVISION MEMORANDUM

No. 137, s. 2023

SUBMISSION OF TRAVEL ACCOMPLISHMENT REPORT

TO : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Division Office Personnel
All Others Concerned

1. In compliance to the reportorial requirements of DepEd Order No. 043, s.2022 "Omnibus Travel Guidelines for All Personnel of the Department of Education", this Office hereby requires all personnel authorized to travel under this Order to submit to the undersigned the Travel Accomplishment Report upon return using the attached format (Annex A) duly noted by the immediate superior.
2. Furthermore, such report shall also be attached to their Liquidation or Reimbursement claim.
3. Wide dissemination and guidance of this Memorandum is desired.


NIMFA R. LAGO, CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent



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



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TRAVEL ACCOMPLISHMENT REPORT

Name of Attendee/s		
Division/Office/Section/Unit		
Activity Title		
Reference		
Role/s of the Attendee/s (Organizer, Speaker, Officer, etc.)		
Venue		
Date/s		
Sponsoring Agency/ Organization/Company		
Key Contacts		
I. Objectives of the Activity		
II. Competencies Acquired or Awards/Recognition Received		
III. Relevance of the Activity to the Attendee's Office Functions (or to the functions of the other divisions/offices/sections/units, if the attendee is a proxy)		
IV. Recommendations to contribute further to the activity's objectives, improve organizational operations, or achieve organizational goals.		
Technical Assistance (TA) to be rendered	Time Frame	Expected Outputs
Prepared by		Noted by
_____		_____
Attendee		Unit/Section Head

