



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

January 16, 2024


DIVISIONAL MEMORANDUM

No. 019, s. 2024

**FINAL IMPLEMENTATION OF THE INNOVATION TRAVEL AUTHORITY
AUTO-TAGGING SYSTEM IN THE DIVISION OF OZAMIZ CITY**

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

1. This Office hereby announces the final implementation of the “Travel Authority Auto-Tagging System” starting January 17, 2024 to be used by all **personnel in the Division Office and in the field offices**. This system aims to expedite the tagging of Travel Authority (TA) in compliance to DepEd Order No. 046, s. 2022 - Amendments to DepEd Order No. 043 s. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education).
2. Herewith are the links to be used for its final implementation:
 - a. <https://rb.gy/5jm8j0> = Travel Authority Auto Tagging Request
= (where you can input all data needed in the Travel Authority)
 - b. <https://rb.gy/exng9t> = Final Travel Authority
= (where you can print the duly filled out Travel Authority with corresponding control number)
3. Please be reminded that submission of Travel Authority for approval by the SDS or the designated Officer-in-Charge shall be attached with complete supporting documents.
4. Queries on this matter may be channeled to the Administrative Unit, Attention: Dorothy Joy B. Yting, Administrative Officer V.
5. Wide dissemination of this Memorandum is desired.


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



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph

