



September 25, 2019

**REGIONAL MEMORANDUM**

No. 284, s. 2019

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**PROTOCOLS FOR TRAVEL AUTHORITY FOR  
 OFFICIAL TRAVEL ABROAD**

To: Chiefs of the Functional Divisions  
 Heads of Sections/ Units  
 Schools Division Superintendents  
 School Heads

**RELEASED**  
 DEPED  
 DATE: 10-2-19  
 BY: SA  
R5337

1. Pursuant to DepEd Order No. 43, s. 2014 dated October 9, 2014, all travel authorities for official travel abroad must **STRICTLY** follow the specified number of days of submission to the respective offices:

Office	Number of Days
School	50 days before departure
Division	40 days before departure
Regional Office	30 days before departure

2. Indorsement shall be submitted with the complete required documents.

3. Request that does not follow the protocols stated shall be rejected automatically and returned with no action.

4. For immediate dissemination and compliance.

*[Handwritten Signature]*

**TOLENTINO G. AQUINO**  
 Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Regional Director



DEPED REGIONAL OFFICE I

**RELEASED**

OCT 01 2019

*For Information & Compliance of all concerns*

(072) 607-8137  
 (072) 607-8136

depedregion1  
 region1@deped.gov.ph

**DEPED  
 RECEIVED**

DATE: 10/2/19  
 TIME: 4:32 PM

**REYNANTE B. INFANTE**  
 IT OFFICER I