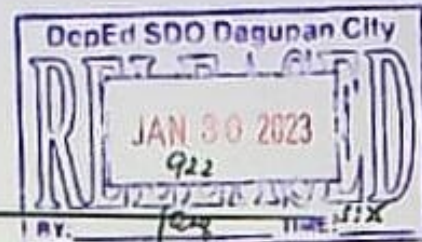




Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum No: 46 s. 2023

To : **Assistant Schools Division Superintendent
 Chief Education Supervisors – CID & SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All others concerned**

From: **AGUEDO C. FERNANDEZ, CESO V
 Schools Division Superintendent**

Date : **January 30, 2023**

Subject : **REITERATION ON THE PROCEDURE ON THE APPLICATION
 FOR PERSONAL TRAVEL ABROAD RELATIVE TO DEPED ORDER
 NO. 43, S.2022**

1. As per Regional Memorandum No. 096, s. 2023, in reference to DepEd Order No. 043, s.2022 re: Omnibus Travel Guidelines for all Personnel of the Department of Education, and to the issued Regional Memorandum No. 1201, s.2022, re: Compliance to the DepEd Order Nos. 043 and 046, s.2022.
2. In line with this, the approval of requests for personal travel abroad is already delegated to the Office of Regional Director for all teaching and non-teaching personnel. Hence, all are mandated to be prudent in assessing requests which do not conform with required number of days before the departure date and submission of the same, to wit:

V. Personal Travel, Annex B. (Process Flow for Official Foreign Travel Authority Requests of Field Personnel). If approved, released by the Office (Approving Authority), through the Records Division, at least 10 days before departure.

3. It is emphasized that the 10-day period is reckoned from the receipt of request, as stamped by this Office's Records Section.
4. For information, guidance and strict compliance.


AGUEDO C. FERNANDEZ, CESO V
 Schools Division Superintendent



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