



September 17, 2012

REGIONAL MEMORANDUM

No. **103** S. 2012

ADDITIONAL GUIDELINES ON THE APPLICATION OF TEACHERS/EMPLOYEES TO TRAVEL ABROAD DURING THEIR VACATION LEAVE OF ABSENCE

TO: Schools Division Superintendents
School Principals/School Heads
All Others Concerned

1. With the continuing receipt and approval by this Office of requests of teachers/employees to travel abroad during their vacation leave, it has been observed that some applications lacked expressed favorable indorsements by field officials.
2. In addition to the provisions of RM 106, s. 2009, requests for travel abroad should comply with the following:
 - 2.1 Application of teachers/employees for travel abroad during their vacation leave should be favorably indorsed by the School Principal/School Head/Immediate Supervisor to the Schools Division Superintendent after ascertaining that classes/services handled by the teacher/employee shall not be disrupted during her/his leave of absence. Favorable indorsement of the said travel abroad by the SDS shall then be appropriately acted upon by Regional Office.
 - 2.2 Application for leave of absence (Form 6) of school/division personnel shall be approved by the Schools Division Superintendent per DepED Order No. 66, s. 2008, Section 1.G (copy attached).
3. School Principals/School Heads should be guided by the provisions of DECS Order No. 1, s. 1990, Sections 1 and 2, on ascertaining the reasonableness of the purpose of the travel abroad (copy attached).
4. For information, dissemination and compliance.

EBD
ELLEN B. DONATO, Ed. D., CESO III
Regional Director

References:

- DECS Order No. 1, s. 1990
- DepED Order No. 66, s. 2008
- DepED Memo No. 98, s. 2007

SGT/DES/ea

September 21, 2012
To : PSDS & School Heads
For information and guidance.
[Signature]
ATTY. AUGUSTIN F. LABAN III
Administrative Officer V
OIC, Schools Div. Superintendent

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

January 2, 1990

DECS O R D E R
No. 1, s. 1990

SUPPLEMENTARY GUIDELINES ON THE APPLICATION OF EMPLOYEES
TO TRAVEL ABROAD DURING THEIR VACATION LEAVE OF ABSENCE

To: Regional Directors
Cultural Agency Directors
Schools Superintendents
Vocational School Superintendents/Administrators

1. It has been noticed that many teachers, staff, and officials in the field are not fully aware of the rules and regulations on vacation and sick leave issued by the Civil Service Commission and by this Department. Moreover, some of the purposes given in several applications for travel abroad filed in this Office are not reasonable. There are also those who leave their posts without duly approved leave, or request extension of leave abroad without justifying such requests.

2. While the School Principal or immediate supervisor is responsible in ascertaining the reasonableness of the purpose of a leave of absence, or extension thereof, and the Regional Directors have been delegated the authority to approve/disapprove such leaves, it is appropriate to remind all concerned that leaves of absence must be justified and should not impair efficiency of service. The following may be taken as examples of valid reasons for travel abroad:

- a. to attend seminars, conferences and other related activities for professional growth and educational enrichment.
- b. for consultation or treatment of ailment or sickness.
- c. to accompany a sick/did relative with certification from appropriate authority.

3. Vacation leave for purposes of travel abroad with such reasons as to visit cousins, for pleasure, as tourist, etc., are not reasonable if the services of the applicant are needed, the requested leave is too long, and hiring of a substitute will entail additional expenses. The right to travel abroad is respected but should be tempered with one's sense of responsibility to his primary tasks.

4. Henceforth, authority to travel abroad will be issued by this Office only upon submission of the following documents:

a. Certificate of approved vacation or sick leave issued by the DECS Director concerned; such certificate should specify the reasonableness or urgency of leave and travel abroad. No certificate of approved leave shall be issued by the Regional Director unless already existing requirements are fully met.

b. In the case of scholars, approved scholarship grant.

5. Regional Directors are expected to indorse to the Department only those that meet the foregoing requirements. Principals, superintendents and other officials shall be held liable for wrongly indorsed applications for leave.

6. Immediate dissemination of this Order is desired for the information and guidance of all concerned.

(SGD.) LOURDES R. QUISUMBING
Secretary

References:

DECS Orders: Nos. 50 and 93, s. 1989

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

AUTHORITY	OFFICIALS
BUREAUS & OFFICES	POLICY
EMPLOYEES	RULES & REGULATIONS
LEAVE	TRAVEL

Last DECS Order for 1989: DECS Order No. 117, s. 1989