



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

MAR 24 2023

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March 24, 2023

REGIONAL MEMORANDUM
No. 148.2023

**REITERATIONS ON PERSONAL TRAVEL ABROAD FOR
DEPED-CAR PERSONNEL**

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

1. In line with the issuance of DepED Order Nos. 43 and 46, s. 2022, OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION, and AMENDMENTS TO DEPED ORDER NO. 043, S. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education), respectively, DepEd-CAR personnel who will travel abroad on personal concerns should comply with the following:

a. Required Documents:

- i. Written manifestation, noted by his/her Head of Office, that his/her absence will not hamper the operational efficiency of the office;
- ii. Approved Leave of Absence (Form 6);
- iii. Travel Authority for Personal Travel signed by the employee and the Schools Division Superintendent;
- iv. Certificate of No Pending Case signed by the concerned Disciplining Authority;
- v. For Division Chiefs and higher, a draft Special Order designating an Officer-in-Charge, if applicable, so as not to hamper the day-to-day operations of the office;
- vi. Complete documents indorsed by the SDS to the Regional Director

b. Timelines/Process Flow

- i. Requesting official/employee must submit ALL the documentary requirements to the office of the Recommending Authority at least 40 days before departure
- ii. Released and endorsed by the Recommending Authority to the Regional Office at least 35 days before departure
- iii. Received by the Regional Office at least 30 days before departure
- iv. If approved, released by the Regional Office through the Records Section at least 25 days before departure.

c. Non-compliance with the required documents and timelines/process flow will cause the disapproval of the request for authority for personal foreign travel



