



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



September 16, 2026

DIVISION MEMORANDUM

No. **614-2026**

GUIDANCE ON REQUESTS FOR AUTHORITY TO TRAVEL ABROAD FOR PERSONAL PURPOSES DURING THE REMAINING INSTRUCTIONAL BLOCK OF THE SCHOOL YEAR

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
School Administrative Officers
All Others Concerned

1. The Division recognizes the importance of the personal well-being and legitimate personal activities of all personnel. However, all employees are likewise reminded of their responsibility to ensure the continuous and effective delivery of basic education services.
2. In this connection, all teaching personnel are strongly encouraged to schedule personal or leisure travel abroad during official school vacation periods, whenever practicable, and to refrain from scheduling leisure travel during regular school days, particularly when such absence may affect the delivery of instruction and other school activities.
3. This reminder is issued in view of the recent class suspensions due to inclement weather, which have affected the continuity of instruction. Teachers are therefore enjoined to give priority to the instructional block, learning recovery, and catch-up activities.
4. Pursuant to DepEd Orders No. 043 and 046, s. 2022, otherwise known as the Omnibus Travel Guidelines for All Personnel of the Department of Education, personal foreign travel is subject to the prescribed application and approval requirements. Among the requirements is a written manifestation, noted by the Head of Office, that the employee's absence will not hamper the operational efficiency of the office. Personal foreign travel requests are also required to be submitted within the prescribed period before the intended departure.
5. In view thereof, all teaching personnel intending to travel abroad for personal purposes are reminded of the following:
 - a. Consider the school calendar, classes, examinations, learning recovery activities, and other official commitments before planning travel;
 - b. Ensure that the proposed absence will not adversely affect instruction and school operations; and
 - c. Secure the required leave approval and Authority to Travel Abroad prior to departure. Filing a request does not guarantee approval.
6. School Heads are requested to carefully assess and endorse travel requests, particularly those falling on regular school days, with due consideration to instructional continuity and the needs of learners.
7. This memorandum is intended as a reminder and guidance and does not prohibit personal foreign travel. All requests shall remain subject to existing DepEd policies and the interests of public service.
8. For information, guidance, and compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent