



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



26 November 2025

**DIVISION MEMORANDUM**  
DM No. 1211, s. 2025

**PROCEDURES AND SUPPORTING DOCUMENTS FOR SECURING TRAVEL  
AUTHORITY**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
School Heads  
All Others Concerned

1. In reference to Executive Order No. 248 titled “Prescribing Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel” and DepEd Order No. 43, s. 2022 titled “Omnibus Travel Guidelines for All Personnel of the Department of Education”, this Office announces the procedures and supporting documents for securing travel authority.
2. Section IV, subsection C, No. 2 of DepEd Order No. 43, s.2022 clearly defines the procedures and supporting documents for securing travel authority, to wit:  
The official or employee concerned shall accomplish and submit a Travel Authority for Official Travel form with the following supporting documents to the office of the Approving Authority **not less than five (5) working days** before the scheduled departure date:
  - a. signed Memorandum, Letter, Order, Invitation or other communication relevant to the DepEd or non-DepEd activity/event indicating that the participant, guest, resource person, lecturer or visitor
  - b. approved Activity Request (AR)/Authority to Conduct (ATC), or Proof of Source of Funds to signify that funds are earmarked for the travel expenses to be incurred
  - c. itinerary of travel

DEPEDQUEZON-TM-SDS-04-09-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

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- d. written justification as required in paragraph IV.A.2 of DO 42, s. 2023
  - e. if applying for cash advance, a certification from the Accounting/Division/Section/Unit concerned that the previous cash advance has been liquidated; and
  - f. for Division Chiefs and higher, a draft Special order designating an Officer-in-Charge, if applicable, so as no to hamper the day-to-day operation of the office
3. As stated in Section 16 of Executive Order No. 248. Rendition of Account on Cash Advance “within sixty **(60) days** after his return to the Philippines, in the case of official travel abroad, or within thirty **(30) days** of his return to his permanent official station in the case of official local travel, every official or employee shall render an account of the cash advance received by him in accordance with existing applicable rules and regulations and/or such rules and regulation as may be promulgated by the Commission on Audit for the purpose. **Payment of the salary of any official or employee who fails to comply with the provisions of this Section shall be suspended until he complies therewith.**
4. Due to some limitations on distance of the requesting personnel to the appropriate approving authority/ies, electronic copy of the accomplished Authority to Travel form with its supporting documents may be sent using the DepEd official email [sdo.quezon.asds@deped.gov.ph](mailto:sdo.quezon.asds@deped.gov.ph) . However, for the purpose of claiming payment of reimbursement of allowable expenses for local travel, physical copy of the previously approved Authority to Travel and its supporting documents sent via DepEd official email shall be forwarded within **five (5) working days** to the appropriate approving authority for proper signing.
5. Immediate dissemination and strict compliance to this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

asdsrrv 11/26/2025

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