



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



04 July 2023

DIVISION MEMORANDUM

DM No. 469, s. 2023

**UTILIZATION OF MODIFIED TEMPLATES FOR FOREIGN TRAVEL (ANNEX A
and D: TRAVEL AUTHORITY FOR OFFICIAL
AND PERSONAL TRAVEL ABROAD)**

To: Assistant Schools Division Superintendents,
Division Chiefs and Section/Unit Heads,
Public Schools District Supervisors,
Elementary and Secondary School Heads,
All Others Concerned

1. In reference to the **Regional Memorandum No. 338, s. 2023, Dissemination of Modified Templates Annexes A and D For Travel Authority**, and in relation to the application for foreign travel/ travel abroad, this office announces the utilization of the modified templates for **(Annex A)** Travel Authority for Official Travel and **(Annex D)** Travel Authority for Personal Travel.
2. Enclosed are the approved copies of the modified forms for your reference. Also, the softcopy of the modified templates can be accessed and downloaded in the DepEd Quezon website under the [Download tab](#) [Communication Template](#) [Top Management folder](#) [SDS](#) [External Forms](#).
3. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

osdsSDO07/04/2023

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Republic of the Philippines
Department of Education

ANNEX A

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

| | |
|--|-------------|
| NAME | |
| Position/Designation | |
| Permanent Station | |
| Purpose of Travel (must be supported by attachments) | |
| Inclusive Dates | |
| Destination | |
| Fund Source | |
| <i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i> | |
| _____ | _____ |
| Name and Signature of Requesting Employee | Date |
| <i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein:</i> | |
| _____ | _____ |
| Name and Signature of Schools Division Superintendent | Date |
| Recommending Approval: | |
| ATTY. ALBERTO T. ESCOBARTE, CESO II Regional Director | _____ |
| | Date |
| APPROVED: | |
| _____ | _____ |
| Name and Signature of Approving Authority | Date |

(ANNEX A of DepEd Order 043, s. 2022 as amended by DepEd Order No. 46, s. 2022)



Republic of the Philippines
Department of Education

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Atty

ANNEX D

TRAVEL AUTHORITY FOR PERSONAL TRAVEL

| | |
|--|-------|
| NAME | |
| Position/Designation | |
| Permanent Station | |
| Inclusive Dates | |
| Destination | |
| <i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i> | |
| _____ | _____ |
| Name and Signature of Requesting Employee | Date |
| Recommending Approval: | |
| _____ | _____ |
| Name and Signature of Schools Division Superintendent | Date |
| APPROVED: | |
| ATTY. ALBERTO T. ESCOBARTE, CESO II Regional Director | _____ |
| | Date |

(ANNEX D of DepEd Order 043, s. 2022 as amended by DepEd Order No. 46, s. 2022)