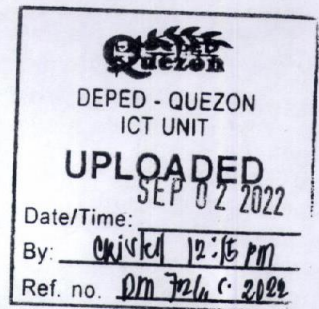




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



01 September 2022

DIVISION MEMORANDUM
DM No. 726, s. 2022

REITERATION ON DEPARTMENT OF EDUCATION PROCEDURES AND SUPPORTING DOCUMENTS FOR SECURING TRAVEL AUTHORITY

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

1. In reference to DepEd Order No. 22, s. 2019, **Guidelines on Official Travel in the Department of Education**, and Division Memorandum No. 681, s. 2022, **Reiteration of DepEd Order No. 22, S. 2019 on the Guidelines on Official Local Travels in the Department of Education**, this Office further reiterates the procedures and supporting documents for securing travel authority of the Department of Education.
2. Section V, subsection C, paragraph 1 of DepEd Order No. 22, s. 2019 clearly defines the procedures and supporting documents for securing travel authority, to wit:
The official or employee concerned shall accomplish and submit an Authority to Travel form **not later than three (3) working days prior to the event** together with the following supporting documents to the office of the signing/approving authority/ies for consideration and approval:
 - a. Signed Memorandum/Letter/Order/Invitation or other communication relevant to the DepEd or non-DepEd activity/event for the purpose of being a participant/guest/resource person/lecturer/visitor;
 - b. Approved AR/ATC, or Proof of Source of Funds to signify that the funds are earmarked for the travel expenses to be incurred; and
 - c. Itinerary of Travel.Should the request be submitted or received beyond the prescribed period, a **written justification** must be appended (emphases added).
3. 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. However, for purposes of claiming

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payment or 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 still be forwarded to the appropriate approving authority for proper signing.

4. For more information, please contact the Office of the Assistant Schools Division Superintendent through email address sdo.quezon.asds@deped.gov.ph.
5. Immediate dissemination and strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA JR. EdD.
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Asdsgacj09/01/2022

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