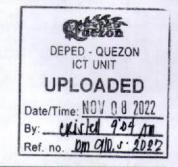


Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



02 November 2022

DIVISION MEMORANDUM DM No. 90, s. 2022

DISSEMINATION OF OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION

To: Assistant Schools Division Superintendents, CID & SGOD Chiefs, All Unit/Section Heads, Elementary and Secondary School Heads, All Others Concerned

- Attached herewith is the DepEd Order No. 043 s. 2022 entitled Omnibus Travel Guidelines for all Personnel of the Department of Education and DepEd Order No. 046 s. 2022 for its ammendments, for guidance and reference of all concerned.
- 2. Attention is also invited to the attached new format/template of Tavel Authority for Official Travel (Annex A), Travel Authority for Personal Travel (Annex D), and Locator Slip (Annex E). The soft copy of the new format/template can be accessed and downloaded in the following link below:

For D.O. Personnel	tinyurl.com/dopersonneltemplate Level 4 External Documents – Forms Folder TM-Office of the SDS Folder
For Field Personnel	tinyurl.com/quezonisotemplate

DEPEDQUEZON-TM-SDS-04-009-003



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

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- 3. However, the Division Office acknowledge the unique geographical situation of the Schools and Municipalities in the Province of Quezon. In this regard, this Office recommends some degree of flexibility to areas beyond 50-kilometer radius from the permanent official station to its destination.
- 4. Areas or office stations beyond 50-kilometer radius to the point of destination that would require the activity to be accomplished exceeding one day because of travel distance by land and water <u>may opt to accomplish and submit TRAVEL</u> AUTHORITY.
- This recommendation aims to address challenging situation in terms of distance and travelling hours of the official or employee.
- 6. For reference and guidance, the tables presented below are the list of municipalities beyond 50-kilometer radius from the municipal proper to respective Sub-Office and Division Office. Please be informed that the data presented are based on the Google Map.

Table 1 1st Congressional District

Municipalities	Travelling to Real Sub-Office		Travelling to Pagbilao-Division Office	
	Kilometers	Estimated Travel Hours	Kilometers	Estimated Travel Hours
Real	N/A	N/A	99.4 km	2 hr 30 min
Infanta	N/A	N/A	136.1 km	3 hr 39 min
General Nakar	N/A	N/A	140.5 km	3 hr 47 min
Polillo	60.7km	4 hr 45min	160.2km	9 hr
Burdeos	83.3km	7hours	182.8km	11hours
Panukulan	76.5km	4.5hours	176km	8hours
Patnanungan	98.4km	4hours	197.9km	8hours
Jomalig	114.3km	6hours	213.8km	10hours

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Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Table 2 3rd Congressional District

ord Congressional District						
Municipalities	Travelling to Catanauan Sub-Office		Travelling to Pagbilao-Division Office			
municipanties	Kilometers	Estimated Travel Hours	Kilometers	Estimated Travel Hours		
Pitogo	N/A	N/A	71.7 km	1 hr 35 min		
Macalelon	N/A	N/A	91.5 km	2 hr 10 min		
General Luna	N/A	N/A	99.6 km	2 hr 15 min		
Catanauan	N/A	N/A	115.0 km	2 hr 33 min		
Buenavista	N/A	N/A	116.3 km	2 hr 53 min		
Mulanay	N/A	N/A	139.1 km	3 hr 12min		
San Narciso	N/A	N/A	138.1 km	3 hr 17 min		
San Francisco	N/A	N/A	164.5 km	3 hr 44 min		
San Andres	67.7 km	1.5 to 2 hours	175.3 km	4 hr 10 min		

Table 3 4th Congressional District

Municipalities	Travelling to Gumaca Sub-Office		Travelling to Pagbilao-Division Office	
	Kilometers	Estimated Travel Hours	Kilometers	Estimated Travel Hours
Plaridel	N/A	N/A	50.1km	1 hr 23 min
Gumaca	N/A	N/A	62.5 km	1 hr 35 min
Alabat	91.7km	2 hr	96.4km	2 hr 30 min
Quezon	105.8km	2 hr 30min	110.5km	4 hr 30min
Perez	103.4 km	2 hr 25 min	108.1km	2 hr 55 min
Lopez	N/A	N/A	89.3	2 hr 22 min
Calauag	55.4 km	1 hr 22 min	107.4 km	2 hr 41 min
Guinayangan	57.4 km	1 hr 32 min	109.4 km	2 hr 53 min
Tagkawayan	79.6 km	1 hr 52 min	131.6 km	3 hr 7 min

7. In addition, this Office would like to emphasize some important information such as follows:

- The accomplishment and submission of Official Travel form for Local Official
 Travels must be done not less than five (5) working days before the
 scheduled departure date.
- The Official Travel form must contain necessary and applicable attachments stipulated DepEd Order No. 43,s.2022, page 14 of 25.

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"Creating Possibilities, Inspiring Innovations"

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- LOCATOR SLIP must only be used for <u>WORK-RELATED</u> activitites or events and NOT FOR PERSONAL ERRANDS.
- In the event that the activity has NO specific venue yet, the official or employee
 may write "To be Announced" or TBA in the destination portion of the form.
- 9. Immediate dissemination of and strict compliance with this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD'

Assistant Schools Division Superintendent Officer-In-Charge

Office of the Schools Division Superintendent



