




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


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02 November 2022

DIVISION MEMORANDUM
 DM No. 910, 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

1. 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 <ul style="list-style-type: none"> • Level 4 External Documents – Forms Folder • TM-Office of the SDS Folder
For Field Personnel	tinyurl.com/quezonisotemplate <ul style="list-style-type: none"> • Top Management (SDS & ASDS) Folder • SDS Folder • External Forms Folder or at depedquezon.com.ph under the "DOWNLOADS" tab

DEPEDQUEZON-TM-SDS-04-009-003



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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 may opt to accomplish and submit TRAVEL AUTHORITY.**
5. 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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Table 2
3rd Congressional District

Municipalities	Travelling to Catanauan Sub-Office		Travelling to Pagbilao-Division Office	
	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
Buena Vista	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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- **LOCATOR SLIP must only be used for WORK-RELATED activities or events and NOT FOR PERSONAL ERRANDS.**
8. **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

recsop/27/2022

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