



Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



**DIVISION ADVISORY No. 05 s.2023**

March 20, 2023

In compliance with DepEd Order (DO) No. 8, s. 2013 this Office issued this advisory not for endorsement per DO 28, s. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 10, S. 2023**  
**RE: STRICT ADHERENCE TO THE REQUIREMENTS SET BY DEPED ORDER NO.043, S.2022 (OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION) AS AMENDED BY DEPED ORDER NO. 046, S.2022.**

This Office informed the field on Corrigendum to Regional Memorandum No. 10, S. 2023 RE: Strict Adherence to the requirements set by DepEd Order No.043, s.2022 (Omnibus Travel Guidelines for AL Personnel of the Department of Education) As Amended by DepEd Order No. 046, S.2022 on amending item 4 of Regional Memorandum No.10, s. 2023 as follows:

*"In addition, all employees applying for leave of absence due to personal foreign travel must submit a certification as to who will handle the assignments of the said employee while the employee is on leave, to be certified by the Schools Division Superintendent. Absent this requirement, the request for travel authority shall be returned".*

This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

For more details regarding this matter, attached is enclosure no.01 of Regional Memorandum No. 135, s.2023 for reference

Immediate dissemination and strict compliance.

NRL/drd  
03-20-23  
Encls: As Stated  
References: Regional Memorandum No. 10, s.2023  
To be indicated in the Perpetual Index under the following subjects:

EMPLOYEES  
TRAVEL



Address: Anecito Siete St. Mantic, Tangub City  
Telephone: (088) 530 - 5988





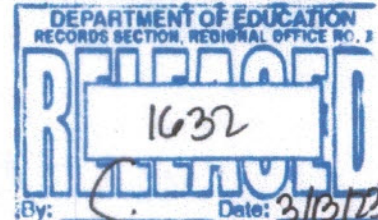
Telephone: (088) 220-2888

Address: Alibon 2, Marikina City

93215



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO



March 06, 2023

REGIONAL MEMORANDUM  
No. 135, s. 2023

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 10, S. 2023 RE: STRICT ADHERENCE TO THE REQUIREMENTS SET BY DEPED ORDER NO. 043, S. 2022 (OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION) AS AMENDED BY DEPED ORDER NO. 046, S. 2022**

To: Assistant Regional Director  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
RO Chiefs  
All Others Concerned

1. This Office is amending item 4 of Regional Memorandum No. 10, s. 2023 as follows:

*"In addition, all employees applying for leave of absence due to personal foreign travel must submit a certification as to who will handle the assignments of the said employee while the employee is on leave, to be certified by the Schools Division Superintendent. Absent this requirement, the request for travel authority shall be returned."*

2. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

3. This Office directs the immediate and wide dissemination of this Memorandum.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: Sample template for certification  
Reference: Regional Memorandum No. 10, s. 2023  
To be indicated in the Perpetual Index  
under the following subjects:

TRAVEL

RE: Corrigendum to Regional Memorandum No. 10, s. 2023- certification for those who will travel abroad

AD/PS- amma





Enclosure No. 01 of Regional Memorandum No. 135, s. 2023

**Sample template for Certification for Travel Abroad**

- 1. Ungraded Primary Division
- 2. Young Children Division
- 3. Letter Head
- 4. School Site Development Plan
- 5. CDK- Case Disposition Register
- 6. K-12 Curriculum Guide Form
- 7. SOF- School of
- 8. FSA- Financial Report Form
- 9. OAS- Organization Report Form
- 10. MOA- Model of Organization Report and Signa
- 11. K-12- K-12 Alignment Organization and Department

### CERTIFICATION

**TO WHOM IT MAY CONCERN:**

This is to certify that in the absence of Mr./Ms. \_\_\_\_\_, while he/she is on travel abroad from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_, his/her assignments shall be handled by the following employee/s:

ASSIGNMENT/ TASK	ALTERNATE/ SUBSTITUTE	CONFORMED (alternate/substitute must affix signature here)
Section Heads		
Public Elementary & Secondary School Heads		
Public District in- Charge (PDDICs)		
Education Program Supervisors (EPSs)		
Chief Education Supervisors (CED & SCOD)		

This is to ensure that classes and/or the operations of this Division are not hampered during the travel of the above-named employee.

This certification is issued to support the employee's request for authority to travel abroad.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

Signature over printed name of Schools Division Superintendent

Department of Education  
Republic of the Philippines

Footer







Telephone: (688) 230-2888  
Address: Alibon Street, Marikina City



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO

0169  
By: Date: 01/10/23  
NO DTC

RECORDS FILE

January 9, 2023

REGIONAL MEMORANDUM

No. 010, s. 2023

*STRICT ADHERENCE TO THE REQUIREMENTS SET BY DEPED ORDER NO. 043, S. 2022 (OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION) AS AMENDED BY DEPED ORDER NO. 046, S. 2022*

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

- Regarding the above-mentioned **DepEd Order No. 043, s. 2022** and **DepEd Order No. 046, s. 2022**, all Divisions are directed to strictly comply with the provisions contained therein.
- In particular, all applications for personal foreign travel must be submitted to the Regional Office at least 10 days before the departure date. Divisions are instructed to no longer forward applications for travel authorities (personal foreign travel) with less than 10 days remaining before departure.
- In order to expedite the processing of applications for travel authorities (personal foreign travel), Divisions are directed to evaluate said applications thoroughly. Should there be missing requirements, Divisions should not forward the incomplete applications to the Regional Office. Instead, the same may be returned to the applicants for compliance.
- In addition, all teachers applying for leave of absence due to personal foreign travel must submit a certification that classes shall be handled by hired substitute teachers to be certified by the respective superintendents. Absent this requirement, the request for travel authority shall be returned.

5. This Office directs the immediate compliance and dissemination of this Memorandum.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director  
1.9.23

To be indicated in the Perpetual Index under the following subjects:

TRAVEL AUTHORITY AMENDMENTS