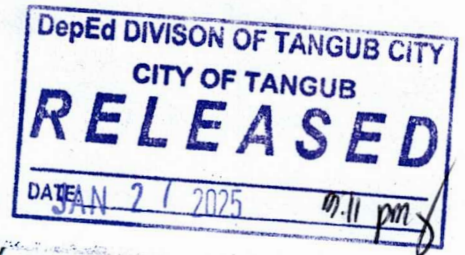




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



January 9, 2025

DIVISION MEMORANDUM

No. 005, s. 2025

SUBMISSION OF TRAVEL ACCOMPLISHMENT REPORT

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Elementary and Secondary School Heads/ Department Heads
Division Office Personnel
All Others Concerned

1. In compliance to the reportorial requirements outlined in DepEd Order No. 43, s. 2022, titled **"Omnibus Travel Guidelines for All Personnel of the Department of Education"**, all personnel authorized to travel under this Order are required to submit a Travel Accomplishment Report to the undersigned upon their return. The report must use the attached template (Annex A) and be duly noted by their immediate superior.
2. Additionally, such report shall also be attached to their Liquidation or Reimbursement claim.
3. Immediate dissemination of and compliance with the memorandum is desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

Encl: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

TRAVEL ACCOMPLISHMENT REPORT

SAU/WMO- Submission of Travel Accomplishment Report



Address: Anecito Siete St. Mantia, Tangub City
Telephone No: (088) 530 - 5988
Email: tangub.city@depd.gov.ph
Website: www.tangub-depd.gov.ph

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Effectivity	08.16.24	Page	Page 1 of 2



Republic of the Philippines
Department of Education
Region X
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Annex A

TRAVEL ACCOMPLISHMENT REPORT

Name of Attendee/s		
Division/Office/Section/Unit		
Activity Title		
Reference		
Role/s of the Attendee/s (Organizer, Speaker, Officer, etc.)		
Venue		
Date/s		
Sponsoring Agency/ Organization/Company		
Key Contacts		
I. Objectives of the Activity		
II. Competencies Acquired or Awards/Recognition Received		
III. Relevance of the Activity to the Attendee's Office Functions (or to the functions of the other divisions/offices/sections/units, if the attendee is a proxy)		
IV. Recommendations to contribute further to the activity's objectives, improve organizational operations, or achieve organizational goals.		
Technical Assistance (TA) to be rendered	Time Frame	Expected Outputs
Prepared by		Noted by
_____ Attendee		_____ Unit/Section Head