



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Checklist of requirements for travel abroad: (Official Foreign Travel)

Please check if submitted	Document	Number of copies	Remarks
	Indorsement of the SDS	-	C/O HR – Personnel Section
	Travel Authority for Official Travel	3 original copies	Annex A
	Signed invitation addressed to the requesting party from the foreign host	3 photocopies	-
	Approved Activity Request and Work and Financial Plan indicating that funds are earmarked for the travel expenses to be incurred	3 photocopies	-
	Itinerary of Travel	3 photocopies	-
	Written Justification (D.O no. 43, s. 2022, par. IV.A.3) explaining: a. Why the travel has to be undertaken during school days; b. What the expected benefit are from the travel; and c. How the expected benefits can compensate for the loss in instructional or supervisory time.	3 original copies	For teaching personnel only
	Certificate of No Pending Case from the Legal Unit	1 original copy	C/O HR – Personnel Section
	School Clearance	3 original copies	For school-based personnel only
For completion of the employee once other documents are verified by HR Personnel in-charge	Division Clearance	3 original copies	CS Form 7
	Certification from Accounting Division/Section/Unit that the previous cash advance has been liquidated	3 original copies	If applying for a cash advance only



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Additional requirements for School Head/Division Chief and higher:			
	Special Order designating an Officer-in-Charge (if applicable) – so as not hamper the day-to-day operations of the office	1 original copy	C/O HR – Personnel Section
Note: - The documents shall be received by HR-Personnel Section thru Records Section at least THREE (3) months before departure. <i>(fund source: MOOE/local funds)</i> - The forms are available for download on the website.			

I hereby certify that I have reviewed the submitted documents and verified their completeness in accordance with the required guidelines.

Checked and reviewed by:

Noted by:

School Administrative Officer II

School Head