



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:
(Personal Travel)**

Please check if submitted	Document	Number of copies	Remarks
	Indorsement of the SDS	-	C/O HR – Personnel Section
	Travel Authority for Personal Travel	3 original copies	Annex D
	Written manifestation noted by his/her Head of Office, that his/her absence will not hamper the operational efficiency of the office	3 original copies	No template, employee-written
	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
	Leave Form	3 original copies	CS Form 6
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 TWO (2) months before departure. Failure to comply with the prescribed timeline shall be supported by a written justification. - 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