



Republic of the Philippines
Department of Education
REGION IV - A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

02 February 2026

DIVISION MEMORANDUM
No. **066** s. 2026

**REITERATION OF THE OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL
OF THE DEPARTMENT OF EDUCATION (DepEd)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to DepEd Order No. 046, s. 2022, which provides the guidelines and regulations on foreign travel of the department, this office directs all concerned school personnel to facilitate the submission, review and processing of application for travel abroad of school personnel.
2. All school-based teaching and non-teaching personnel **who will travel abroad** are required to submit the complete documentary requirements to their Administrative Officers (AO)s for review. The personnel in-charge shall check and review the submitted documents. The School Head shall confirm and endorse this document to the Schools Division Office. Concerned personnel may use the **Checklist of Requirements for Travel Abroad: Personal Travel** or **Checklist of Requirements for Travel Abroad: Official Foreign Travel** which can be found at the Schools Division Office official website.
3. The employee shall accomplish the **Division Clearance**. After completing the Division Clearance, he/she shall submit the complete documents to the **Records Section** at least **two (2) months** prior to departure. Likewise, **Division Office personnel who will travel abroad** shall submit their documents directly to the Records Section.
4. **Failure** to comply with the necessary documents and approval before the travel abroad may result to administrative actions.
5. Immediate dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated
Reference: DepEd Order No. 046, s. 2022
To be indicated in the Perpetual Index
under the following subjects:

OMNIBUS TRAVEL GUIDELINES

OSDS Personnel Unit – reiteration of the omnibus travel guidelines for all personnel of the department of education (deped)
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