



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

09 March 2026

DIVISION MEMORANDUM
No. 155 s. 2026

AMENDMENT TO THE CHECKLIST OF REQUIREMENTS FOR TRAVEL ABROAD

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

1. In relation to the issued **Division Memorandum No. 094, s. 2025**, titled "*Reiteration of the Omnibus Travel Guidelines for All Personnel of the Department of Education*," this Office hereby issues an amendment to the checklist of requirements for travel abroad.
2. To relieve employees from unnecessary costs incurred during the processing of requests for travel abroad, the **Notarized Undertaking of Unpaid Loans**, specifying the person who will pay the applicant's existing obligations in case he/she does not return to duty after travel abroad and enumerating the concerned PLIs/GFIs, **shall no longer be required**.
3. The revised checklist of requirements may be downloaded from the **Downloadable Section** of the website under the **Personnel Section**.
4. Immediate dissemination and strict compliance of this Memorandum is desired.

For :

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: None

Reference: DM No. 094, s. 2025

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

TRAVEL ABROAD

OSDS Personnel Unit - amendment to the checklist of requirements for travel abroad
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