



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

07 Sept 2023

DIVISION MEMORANDUM

No. 461, s. 2023

REMINDERS ON THE SUBMISSION OF REQUEST FOR TRAVEL ABROAD

To: OIC-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, Amendments to DepEd Order No. 043 s. 2022, the Department of Education (DepEd) issues guidelines for all personnel in the Department of Education to clarify the process and prescribe the requirements for all travels of DepEd personnel, whether foreign/local or official/personal.

2. In this regard, this Office is reminding all teaching and non-teaching personnel of the following considerations:

- a) **Two (2) months before departure**, the documentary requirements needed which can be accessed here: <https://tinyurl.com/TRAVELABROAD-CHECKLIST>, must be submitted in the Personnel Administration Services Unit thru Records Section.
- b) Unpaid loans, which is not yet settled before the lending institution should be resolved first by receiving notarized agreement/arrangement with the lender to ensure that financial accountability shall be accordingly addressed.
- c) For teaching personnel, all requests for travel abroad which fall prohibited under DepEd Order No. 9, s. 2005, be not intertwined in consideration to the policy of instituting measures to increase engaged time-on-task and the 220 days non-negotiable teacher-pupils/student contact time as per DepEd Order No. 022, s. 2023.

3. For information and guidance.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent



Brgy. Potol, Tayabas City



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<https://depedtayabas.com/>

Encl.: None

Reference: DepEd Order No. 046 s. 2022

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

Travel Abroad

OSDS Personnel Unit – Request for Travel Abroad
None/Sept. 7, 2023



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