

DEPED-LIGAO CITY DIVISION
SDS OFFICE
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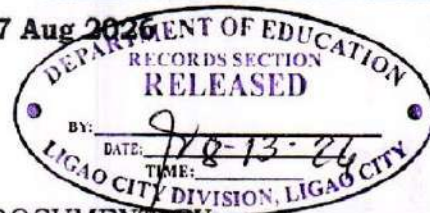
Republic of the Philippines
Department of Education
REGION V - BICOL



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07 Aug 2026

REGIONAL MEMORANDUM
No. 01076, s. 2026



**REITERATION OF EXISTING POLICIES, GUIDELINES, DOCUMENTARY
REQUIREMENTS, PROCESSING TIMELINES, AND SIGNING AUTHORITIES
GOVERNING PERSONAL FOREIGN TRAVEL OF DEPED PERSONNEL**

To: Assistant Regional Director
Schools Division Superintendents
Division Chiefs and Section/Unit Heads
All DepEd ROV Employees
All Others Concerned

1. Pursuant to DepEd Order No. 043, s. 2022 (*Omnibus Travel Guidelines for All Personnel of the Department of Education*), as amended by DepEd Order No. 046, s. 2022, and DepEd Order No. 018, s. 2024 (*Delegation of Signing Authority for Foreign Travel*), this Office reiterates the existing policies, guidelines, documentary requirements, processing timelines, and signing authorities governing foreign travel for personal purposes of Department of Education (DepEd) personnel.

2. This Memorandum is issued to ensure uniform compliance with existing DepEd issuances and to guide all concerned offices and personnel in the submission, processing, evaluation, recommendation, and approval of applications for Personal Foreign Travel Authority.

3. Personal foreign travel refers to travel outside the Philippines undertaken by DepEd personnel for vacation, tourism, family visit, religious activity, personal business, or any other private purpose not funded by the government.

All DepEd personnel intending to travel abroad for personal purposes shall secure the appropriate Personal Foreign Travel Authority from the authorized approving authority before departure from the Philippines.

4. Applications for Personal Foreign Travel Authority shall be filed through proper channels and shall be supported by the documentary requirements prescribed under DepEd Order No. 043, s. 2022, as follows:

- a) Accomplished Travel Authority for Personal Travel Form (Annex D);
- b) Written manifestation, duly noted by the employee's Head of Office or Immediate Supervisor, certifying that the employee's absence will not adversely affect office operations, instructional delivery, learner welfare, or the efficient delivery of public services. The manifestation shall be accompanied by the following, as applicable:

For Teaching Personnel - A complete and duly approved Learning Continuity Plan (LCP) containing the arrangements and interventions to



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7. Pursuant to DepEd Order No. 018, s. 2024, requests for Personal Foreign Travel Authority shall be recommended and approved by the following authorities:

Position	Recommending Authority	Approving Authority
Regional Director (RD) and Assistant Regional Director (ARD)	Undersecretary for Human Resource and Organizational Development (HROD)	Undersecretary for Senior Personnel Oversight-Office of the Secretary (SPO-OSEC)
Regional Office Division Chiefs and Personnel Below Division Chief Level	Assistant Regional Director (ARD)	Regional Director (RD)
Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)	Regional Director (RD) and Undersecretary for HROD	Undersecretary for SPO-OSEC
Division Chiefs and Personnel Below Division Chief Level in Schools Division Offices	Schools Division Superintendent (SDS)	Regional Director (RD)
School Heads	Schools Division Superintendent (SDS)	Regional Director (RD)
Teaching and Non-Teaching Personnel	Schools Division Superintendent (SDS)	Regional Director (RD)

All concerned offices shall strictly observe the above delegation of authority in the processing of applications.

8. The filing of an application for leave and Personal Foreign Travel Authority does not automatically entitle an employee to travel abroad. Accordingly, all personnel are advised not to make irrevocable travel arrangements, including the purchase of airline tickets, accommodation reservations, or tour packages, until the corresponding travel authority has been duly approved.

9. Pursuant to Memorandum dated April 30, 2025, titled *"Reiteration of Pertinent Provisions of the Travel Guidelines of the Department of Education for Third Level Officials,"* the following provisions shall likewise be observed:

- a) The Regional Director and Assistant Regional Director of the same region shall not be on travel status on the same dates;
- b) The Schools Division Superintendent and Assistant Schools Division Superintendent of the same Schools Division Office shall not be on travel status on the same dates;

ensure uninterrupted delivery of instruction and learner support services during the period of absence;

For Non-Teaching and Related Teaching Personnel - A Certification duly signed by the School Head or Head of Office, as applicable, indicating the name and position of the personnel who shall assume and perform the employee's duties and responsibilities during the period of travel;

- c) Certificate of No Pending Case;
- d) Approved Application for Leave (CS Form No. 6, s. 2020);
- e) For Division Chiefs and higher, a draft Special Order designating an Officer-in-Charge (OIC), whenever applicable, so as not to hamper the day-to-day operations of the office; and
- f) For leave of absence for thirty (30) calendar days or more, application for leave shall be accompanied by a clearance from money, property, and work-related accountabilities pursuant to CSC Memorandum Circular No. 2, s. 1985.

5. In accordance with DepEd Order No. 043, s. 2022, applications for Personal Foreign Travel Authority shall be submitted to the appropriate approving authority **at least ten (10) calendar days before the intended departure date.**

Subject to the completeness of documentary requirements and compliance with applicable policies, approved travel authorities should be released **at least five (5) calendar days before the scheduled departure date.**

In evaluating applications, recommending and approving authorities shall consider, among others, the following:

- a) Continuity of classroom instruction and learner support services;
- b) Possible loss of instructional time and its effect on learner achievements and curriculum delivery;
- c) Availability of qualified personnel to assume critical functions during the employee's absence;
- d) Impact on classes, learner welfare, assessment activities, and other academic programs;
- e) Existing workload distribution, workforce capacity, and staffing requirements; and
- f) Other service-related considerations affecting the efficient delivery of public service.

To facilitate timely processing and avoid delays, all personnel are strongly encouraged to submit complete applications as early as practicable.

6. Personnel intending to pursue studies, training programs, scholarships, fellowships, or similar activities abroad in their personal capacity shall first secure the endorsement of their immediate supervisor or head of office and comply with all applicable requirements under existing laws, rules, regulations, and DepEd issuances, including any applicable service obligation.

No request for travel authority related to study leave, scholarship, fellowship, training program, or similar undertaking shall be approved unless the concerned personnel has fully satisfied all service obligations arising from a previous study leave or scholarship grant or similar grant.

- c) For personal foreign travel of Regional Directors and Schools Division Superintendents, a recommendation submitted by the Regional Director on the designation of the Officer-in-Charge shall form part of the request for approval; and
- d) All Designation Orders involving third-level officials shall be prepared and officially issued by the Central Office.

10. No DepEd official or employee shall undertake personal foreign travel without first securing the required travel authority from the appropriate approving authority.

Any unauthorized travel undertaken without the requisite approval shall be dealt with in accordance with applicable laws, Civil Service rules, DepEd issuances, and other pertinent regulations.

11. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


GILBERT T. SADSAD
 Regional Director

References:

1. DepEd Order No. 043, s. 2022, *Omnibus Travel Guidelines for All Personnel of the Department of Education*;
2. DepEd Order No. 046, s. 2022, *Amendments to DepEd Order No. 043, s. 2022*;
3. DepEd Order No. 018, s. 2024, *Delegation of Signing Authority for Foreign Travel*;
4. Memorandum dated April 30, 2025, *Reiteration of Pertinent Provisions of the Travel Guidelines of the Department of Education for Third Level Officials*.

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

FOREIGN TRAVEL
LEAVE OF ABSENCE

PERSONNEL
RULES AND REGULATIONS

THIRD LEVEL OFFICIALS
TRAVEL AUTHORITY

AD-PS/matb
08/07/2026

Aug. 11, 2026

To: SDOs, Staff & Personnel
 School Heads
 & School Personnel
 All others concerned

For information and
guidance.

