



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

February 1, 2024

DIVISION MEMORANDUM

NO. 85, s. 2024

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 010, S. 2023
STRICT ADHERENCE TO THE REQUIREMENTS SET BY
DEPED ORDER 043, S. 2022 (OMNIBUS TRAVEL GUIDELINES FOR
ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION)
AS AMENDED BY DEPED ORDER NO .046, S. 2022**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Public Schools District Supervisors and Districts In-Charge
Public Elementary/Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned
This Division

1. For the information and guidance of all concerned, this Office disseminates Regional Memorandum No. 10, s. 2023, re: Strict Adherence to the Requirements Set by 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.
2. In particular, all applications for personal foreign travel must be submitted to the Regional Office at least 10 days before the departure date. Divisions are instructed not to forward applications for travel authorities (personal foreign travel) with less than 10 days remaining before departure date. To allow sufficient time for document processing and assessment, the Division Office has established a 30-day period for submitting applications for personal foreign travel before the scheduled departure date.
3. In addition, all teachers applying for leave of absence due to personal foreign travel must submit a certification that classes shall be handled by hired substitute teachers to be certified by the the Schools Division Superintendent. Absent this requirement, the request for authority to travel shall be returned.



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
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4. Enclosed is a copy of Regional Memorandum No. 010, s. 2023.
5. Immediate compliance and wide dissemination of this Memorandum is desired.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

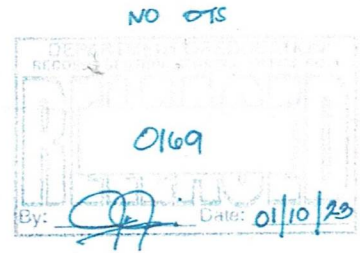
OSDS/ELO/mama/jlsr



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



January 9, 2023

REGIONAL MEMORANDUM

No. 010, s. 2023

STRICT ADHERENCE TO THE REQUIREMENTS SET BY 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

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Regarding the above-mentioned **DepEd Order No. 043, s. 2022** and **DepEd Order No. 046, s. 2022**, all Divisions are directed to strictly comply with the provisions contained therein.
2. In particular, all applications for personal foreign travel must be submitted to the Regional Office at least 10 days before the departure date. Divisions are instructed to no longer forward applications for travel authorities (personal foreign travel) with less than 10 days remaining before departure.
3. In order to expedite the processing of applications for travel authorities (personal foreign travel), Divisions are directed to evaluate said applications thoroughly. Should there be missing requirements, Divisions should not forward the incomplete applications to the Regional Office. Instead, the same may be returned to the applicants for compliance.
4. In addition, all teachers applying for leave of absence due to personal foreign travel must submit a certification that classes shall be handled by hired substitute teachers to be certified by the respective superintendents. Absent this requirement, the request for travel authority shall be returned.
5. This Office directs the immediate compliance and dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

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

TRAVEL AUTHORITY AMENDMENTS



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