



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

**Office of the Schools Division  
Superintendent**

**02 May 2023**

**DIVISION MEMORANDUM**  
No.: 244 s.2023

**ISSUANCE OF CERTIFICATE OF APPEARANCE FOR OFFICIAL TRAVEL FROM  
STATION TO DIVISION OFFICE**

**To: Public Schools District Supervisors  
District In-charge  
School Heads/School In-charge (Elementary & Secondary)  
Teaching and Non-Teaching Personnel  
All Others Concerned  
This Division**

1. This Office hereby reminds all personnel in the field who will travel to submit various reports and other documents from their official station to the Division Office to secure an approved Travel Authority from their immediate heads.
2. This Office informs all personnel that there will be no issuance of certificate of appearance if he/she cannot present his/her approved travel authority.
3. For more information on the Omnibus Travel Guidelines for all personnel of the Department of Education, all are encouraged to read DepEd Order No. 43, s. 2022.
4. For your information, guidance, and of strict compliance.

For the Schools Division Superintendent:

**ERLINDA G. DAEL, PhD, CESE**  
Assistant Schools Division Superintendent  
Officer-in-Charge

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

