



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

Office of the Schools Division
Superintendent

September 7, 2023

DIVISION MEMORANDUM
NO. 505 , S. 2023

**REITERATION OF DIVISION MEMORANDUM NO. 587 S. 2022 ENTITLED
OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF
THE DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public School District Supervisors
Elementary and Secondary School Heads
All Concerned

1. This is to reiterate the Division Memorandum No. 587 S. 2022 entitled **“Omnibus Travel Guidelines for All Personnel of The Department of Education”**.
2. This Office has observed the guidelines in DepEd Order No. 043 s. 2022: letter C. Specific Guidelines on Local Official Travel have not been strictly followed.
3. For uniformity of forms, this Office has modified forms for Annex A (Travel Authority for Official Travel) and Annex E (Locator Slip).
4. Copies of modified forms can be accessed through this link bit.ly/MISORFORMS at www.depedmisor.com under Downloadables-Forms.
5. The Authority for Official Travel form shall be submitted not later than three (3) working days prior to event together with the signed memorandum, letter, order, invitation or other communication relevant to the DepEd or non-DepEd activity or event. In the case that the form is submitted beyond the prescribed period, a written justification must be appended.
6. For activities and events that would require leaving from or going out of the permanent station or workplace during office hours within the day, a Locator Slip duly approved by the Immediate Supervisor or Head of School/Office/Unit/Section or Division Chief or his/her authorized



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Tel. Nos.: (088) 881-3094 | 0966-4196797
Website: www.depedmisor.com
Email: misamis.oriental@deped.gov.ph

MATATAG
Bansang Makabata Batang Makabansa




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

representative, and countersigned by the authorized personnel of the office visited, shall be used. A certificate of Appearance from the office visited may be secured in case such portion was left unsigned by the person visited.

7. All other provisions in DO No. 043 s. 2022 must sufficiently comply with the conditions set, otherwise the request shall be returned with no action.

8. Immediate dissemination and strict compliance to this Memorandum is highly desired.


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

Enclosures:
As stated

References:
Division Memorandum No. 587 S. 2022
DepEd Order No. 043 s. 2022

To be indicated in the Perpetual Index
under the following subject

RULES & REGULATIONS OFFICIAL TRAVEL

FINANCE/mltt

Page 2 of 2 REITERATION OF DIVISION MEMORANDUM NO. 587 S. 2022 ENTITLED OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Tel. Nos.: (088) 881-3094 | 0966-4196797
Website: www.depedmisor.com
Email: misamis.oriental@deped.gov.ph

MATATAG
Batang Makabata