



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Velez St., Cagayan de Oro City  
[www.depedmisor.net](http://www.depedmisor.net)



June 8, 2016

**DIVISION MEMORANDUM**

No. 232, s. 2016

To: **Education Program Supervisors  
Public Schools District Supervisors/In Charge  
Elementary and Secondary School Heads  
This Division**

From : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

Re: **SECURING OF TRAVEL ORDER OF SCHOOL PERSONNEL  
ON OFFICIAL BUSINESS DURING SCHOOL DAYS**

1. Per Division Memorandum No. 153, s. 2015 re Reiterating DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged Time-On-Task, this Office emphasizes that in the event when the school head or any school personnel needs to leave his/her post on a school day for an Official Business, this Office requires him/her to secure an approved travel order following this process:
  - a. Send a text message to the #PMMisOr number – 09178992245 at least three (3) days before the travel stating the NAME, DATE of TRAVEL, DESTINATION, PURPOSE(S) and active E-MAIL ADDRESS;
  - b. In return, the Division Office shall prepare the travel order, signed by the Schools Division Superintendent, and send it thru the e-mail address of the requesting personnel; and
  - c. The said personnel shall present the travel order to the Office he/she will be transacting with and to the Office of the Administrative Officer for the issuance of certificate of appearance.
2. Immediate dissemination of this Memorandum is enjoined.