



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
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June 8, 2015

DIVISION MEMORANDUM
No. 161, s. 2015

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

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

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, and DepEd Order No. 2, s. 2015 entitled School Calendar for School Year 2015-2015, 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 Schools Division Superintendent 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 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.


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

CLL/jgv