



Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Velez St., Cagayan de Oro City
www.depedmisor.net



DIVISION MEMORANDUM

No. 259, s. 2016

To: **PSDS
School Heads
Teachers**

Date: August 16, 2016

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

Re: **ATTACHING OF TRAVEL ORDER AND CERTIFICATE OF
APPEARANCE TO THE BIOMETRIC PRINTOUT**

1. All Secondary and Elementary School Heads and the Teaching and Non Teaching personnel are hereby directed to attach the Travel Order and Certificate of Appearance to the biometric printout as evidence of an authorized travel for the dates that the personnel failed to check in and check out to the BIOMETRIC.
2. Failure to do so will be questioned and appropriate action will be done.
3. To secure an approved travel order, this Office requires every DepEd personnel to follow 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.
4. For information, guidance and compliance.