

## Republic of the Philippines Department of Education REGION X – NORTHERN MINDANAO

## SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

May 27, 2024

DIVISION MEMORANDUM NO. 327, s. 2024

DISSEMINATION OF REGIONAL MEMORANDUM NO. 0315, S. 2024 RE: REITERATION OF REGIONAL MEMORANDUM NO. 10, S. 2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Public Schools District Supervisors and Districts

Public Schools District Supervisors and Districts In-charge

Public Elementary/Secondary School Heads Teaching and Non-Teaching Personnel

All Others Concerned

This Division

- 1. For the information and guidance of all concerned, this Office disseminates Regional Memorandum No. 0315, s. 2024, re: Reiteration of Regional Memorandum No. 10, s. 2023, which expressly directs that all applications for personal foreign travel must be submitted to the Regional Office at least 10 days before the date of travel. Henceforth, submission of requests for Authority for Personal Foreign Travel endorsed by the Schools Division Offices (SDOs) that are less than 10 days before the departure date shall be returned without action by the said Office.
- 2. Accordingly, the Division Office requires that applications be submitted at least 30 days before the scheduled departure date. Hence, submission of applications that are less than thirty (30) days shall be returned without action by this Office.
- 3. Enclosed is a copy of Regional Memorandum No. 0315, s. 2024.
- 4. Immediate compliance and wide dissemination of this Memorandum is desired.

EDILBERTO L. OPLENARIA, EdD, CESO V

Schools Division Superintendent

For the Schools Division Superintendent

JANICE LOURDES S. RESURRECCION

Administrative Officer V Officer In-charge

Office of the Schools Division Superintendent

OSDS/ELO/mama/jlsr



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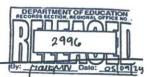
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## Republic of the Philippines Department of Education REGION X - NORTHERN MINDANAO



May 03, 2024

REGIONAL MEMORANDUM No. 0315, s. 2024

REITERATION OF REGIONAL MEMORANDUM NO 10, S. 2023

To: Schools Division Superintendents Assistant Schools Division Superintendents Human Resource Management Officers School Administrative Officers All Others Concerned

- This is to reiterate Regional Memorandum No. 10, s. 2023 which expressly directs that all applications for personal foreign travel must be submitted to the Regional Office at least 10 days before the date of travel. Henceforth, submissions of requests for Authority for Personal Foreign Travel endorsed by the Schools Division Offices (SDOs) which are less than ten (10) days before the departure date shall be returned without action by this Office.
- This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

This Office directs the immediate and wide dissemination of this Memorandum.

> DR. ARTURO'B. BAYOCOT, CESO III Regional Director

ATCH.: Regional Memorandum No. 10, s. 2023 To be indicated in the <u>Perpetual Index</u> under the following subject:

AUTHORITY TRAVEL

AD-PS/amma-d





Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City Telephone No: (088) 881-3137 Website: r10.deped.gov.ph

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