



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 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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24-116435



RECORDS FILE

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

DEPARTMENT OF EDUCATION	
RECORDS SECTION, REGIONAL OFFICE NO. 10	
2996	
By: <u>RAIMUN</u>	Date: <u>05/03/24</u>

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

1. 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.

2. 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.

3. 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 Perpetual Index
under the following subject:

AUTHORITY TRAVEL

AD-PS/amma-d



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