



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

September 16, 2022

REGION MEMORANDUM  
AD No. 43, s. 2022

**ADDITIONAL DOCUMENTED INFORMATION FOR TEACHERS REQUESTING  
AUTHORITY FOR FOREIGN TRAVELS**

To: Schools Division Superintendents

1. To reiterate the existing Protocols and Timelines for Travel Authority Requests for Foreign Travels as stipulated in Region Memorandum AD No. 11, s. 2022, this Office reinforces the protocols and includes additional documented information requirements for ***all teaching personnel***.

2. Application and request for authority on foreign travels inconsequential to the job of ***teaching personnel is strictly discouraged during school days*** to promote engaged time-on-tasks and maximize focus on teaching and learning. However, for official purposes, personal reasons and extreme cases, teaching personnel, must adhere to the following measures:

**2.1 Foreign Travel on Official Business/Time:**

2.1.1 All application or request for approval of authority for travel either on official business or official time must satisfy the following minimum standards to be stipulated in the endorsement:

- The purpose of the trip is strictly within the mandate of the requesting government official or personnel;
- The projected expenses for the trip are not excessive;
- The trip must bring substantial benefit to duties and responsibilities of the personnel, office, school, or the Department; and
- **Approval of application for leave must be 30 days for the schools division office to appoint a substitute teacher.**

**2.1.2 Documentary Requirements for Foreign Travel on Official Time or Official Business:**

- Endorsement of the Department Secretary;
- Endorsement of the Regional and Division Office;
- Invitation Letter;
- Duly Accomplished Request Form A – Official Travel;



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- Itinerary, Program, or Training details;
- CSC Form No. 7 (Clearance Form – ORAOHRA)
- Certificate of substitution from Division Office; and
- **Certificate of substitution from the school that the classes handled by the requesting personnel shall be managed by the appointed substitute teacher.**

## 2.2 Foreign Travel on Personal Purpose

2.2.1 It is informed that no government official or personnel shall be allowed to depart for any travel abroad even if such is for personal purpose without cost to the government, unless such official or personnel has obtained:

- Appropriate travel authorization from his/her agency;
- Duly accomplished leave form (CSC Form 6 Revised 2020);
- His/her absence should not hamper the operational efficiency of the school; and
- **Approval of application for leave must be within 30 days for the schools division office to appoint a substitute teacher in the absence of the requesting personnel.**

2.2.2 Documentary requirements for travel authority on personal purpose must comply with the following:

- Endorsement of the Schools Division Superintendent (SDO and School Officials and Personnel);
- Letter Request for Travel Authority;
- Duly approved leave application (CSC Form 6 Revised 2020);
- Duly Accomplished Request Form A – Official Travel;
- CSC Form No. 7 (Clearance – ORAOHRA Form)
- Certificate of substitution from Division Office; and
- **Certificate of substitution from the school that the classes handled by the requesting personnel shall be managed by the appointed substitute teacher.**

3. To avoid delays and inconveniences, the following conditions are to be observed in the processing of requests for travel authority:

- 3.1 To give the approving authority sufficient time to evaluate the request, all applications must be submitted and received by the **Office of the Regional Director at least 30 days prior to the departure** and must be **signed by the Secretary and released by the Central Office at least 10 days before departure.**



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- 3.2 A written justification must be submitted by the concerned party if the request did not comply with the prescribed processing time; and
- 3.3 For changes on date of travel and request for extension of travel abroad, **the same requirements and timelines stipulated in the memorandum shall be followed.**
4. For further information, all are advised to refer to **DepEd Order No. 43, s. 2014**, titled **“Protocols for Travel Authority Request for Official Travel Abroad.”**
5. Failure to follow the timelines shall be dealt with accordingly.
6. For the information, guidance and strict compliance of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

*Enclosure: As stated*

*Reference: DepEd Memorandum No. 008, s. 2018 and AD No. 11, s. 2022*

*To be indicated in the Perpetual Index under the following subjects:*

EMPLOYEES                      LEAVE                      TRAVEL

*EBA/AD-P/RM/ADDITIONAL DOCUMENTED INFORMATION FOR TEACHERS REQUESTING AUTHORITY FOR FOREIGN TRAVELS/030 /September 16, 2022*



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