



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division
Superintendent**

24 July 2024

DIVISION MEMORANDUM
OSDS No. 124, s. 2024

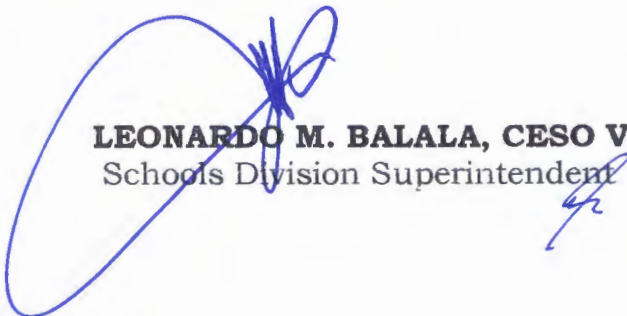
**PARTICIPATION TO THE ASEAN COUNCIL OF TEACHERS+1 (ACT+1)
CONVENTION**

To: SDO Personnel
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Memorandum **DM-OUHROD-2024-1324**, titled "**Invitation to the Asean Council of Teacher+ 1 (ACT+1) Convention from 06 to 08 September**", at Berkely Hotel Pratunam Bangkok, Thailand with the theme, "Promoting Happy Schooling and Sustainability in Education", this Office consents Philippine Public School Teacher Association (PPSTA) members of this division to participate on this activity on **OFFICIAL TIME**.
2. PPSTA members who intend to attend the said activity must ensure that their participation does not interfere with the conduct of classes in schools and that operations of their respective offices shall not be hampered.
3. Participation is subject to DepEd Order No., s. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education), thus the following documentary requirements shall be submitted in **4 sets** to the Administrative Services-Personnel Section on or before July 30, 2024:
 - a. Duly Accomplished Travel Authority Request Form (DO 046, s. 2022);
 - b. School Clearance;
 - c. Certification from Office Head that absence will not hamper the operational efficiency of the office (RO Template);
 - d. Endorsement of the School Head to SDO (for teachers);
 - e. CSC Form No. 7 (Clearance – ORAOHRA Form);
 - f. Certificate of No Pending Case;
 - g. Certificate of substitution from Division Office;
 - h. Endorsement from SDO to Central Office
4. For inquiries regarding this memorandum, you may contact the Administrative Services- Personnel Section.
5. Immediate dissemination of this memorandum is directed.



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LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

SEMINARS

ALA/DM- participation to the asean council of teachers+1 (act+1) convention
0000/ July , 2024