



Republic of the Philippines
Department of Education
 Region I



Office of the Regional Director

REGIONAL MEMORANDUM
 No. 096, s. 2023

JAN 27 2023

**REITERATION ON THE PROCEDURE ON THE APPLICATION FOR
 PERSONAL TRAVEL ABROAD RELATIVE TO DEPED
 ORDER NO. 43, S. 2022**

To: **All Schools Division Superintendents**

1. This is in reference to DepEd Order No. 043, s. 2022 re: Omnibus Travel Guidelines for all Personnel of the Department of Education, and to the issued Regional Memorandum No. 1201 s. 2022, re: Compliance to the DepEd Order Nos. 043 and 046, s. 2022.

2. In line with this, the approval of requests for personal travel abroad is already delegated to the Office of Regional Director for all teaching and non-teaching personnel. Hence, all are mandated to be prudent in assessing requests which do not conform with required number of days before the departure date and submission of the same, to wit:

V. Personal Travel, Annex B. (Process Flow for Official Foreign Travel Authority Requests of Field Personnel). If approved, released by the Office (Approving Authority), through the Records Division, at least 10 days before departure.

3. It is emphasized that the 10-day period is reckoned from the receipt of request, as stamped by this Office's Records Section.

4. For information, guidance and strict compliance.



TOLENTINO G. AQUINO
 Regional Director

Encl.: None
 Reference: None

To be indicated in the Perpetual Index
 Under the following subjects:

OFFICIALS

TEACHERS

TRAVEL

AD-PS/hfa/RM
 January 27, 2023

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