



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



FEB 24 2026

**REGIONAL MEMORANDUM**

No. 262, s. 2026

To: All Schools Division Superintendents  
 All Others Concerned



**REITERATION TO DEPED ORDER NUMBERS  
 043, S. 2022 (OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE  
 DEPARTMENT OF EDUCATION),  
 046, S. 2022 (AMENDMENTS TO DEPED ORDER 043, S. 2022)  
 AND 018, S. 2024 (DELEGATION OF SIGNING AUTHORITY FOR FOREIGN  
 TRAVEL)**

1. In line with travel abroad requests of DepEd teaching and non-teaching personnel, this Office reiterates the following to strictly observe/adhere in order to ensure timely processing of requests:

- a. Opening of Classes/Start of the School Year  
 Personal foreign travel during start of School Year is discouraged to ensure all preparations as well as learners in their respective classes are in place.
- b. Multiple personal foreign travels within the School Year (SY)  
 Multiple personal foreign travels within the SY are discouraged to optimize time on task and prioritize learning competencies of school children. For these travels, the recommending authority must exercise due diligence in ascertaining personal travel of employees without disruption to classes.
- c. Timeline of Travel Requests Submission

*Official Foreign Travels (Official Time, Official Business)*

It is recommended that requests must have been in the Office of the Approving Authority (Central Office) at least 30 days before travel date/departure. Invitations which are urgent but considered essential to the nature of the function may be considered as an exemption subject to the appropriate recommendation of the immediate supervisor. Originating Office must ensure that there are substitutes or personnel to handle classes and/or workloads of these teaching and non-teaching personnel on travel.

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*Personal Foreign Travels*

It is recommended that requests must have been in the Office of the Approving Authority at least 10 days before travel date/departure.

Instances like health concerns, accidents and death are exemption in the timeline which fall as humanitarian consideration. On the other hand, requests which are not timely submitted to the Schools Division Office for reasons of lack of sight and/or omission on the part of processing personnel, this Office will not accept the requests to strictly comply with the timeline and to exercise fairness to others who follow the guidelines. Recommending authorities must strictly ensure that appropriate action is taken in order not to repeat the same inaction to the prejudice of the requesting party.

The requesting party and recommending authority must strictly observe the conditions of the travel especially the assignment of substitute or personnel who will handle classes/workloads in order not to disrupt the operation of the school/Office, as well as the provision that there shall be no extension of approved request for travel except only for emergency purposes which are beyond the control of the requesting party.

d. Travel Forms

Annex A – For Foreign Official Travels (*No need to attach Form 6*)  
Annex D – For Foreign Personal Travels

e. Signing Authorities for Foreign Travel

Check DepEd Order No. 018, s. 2024, for ready reference.

Kindly take note the signing authorities (*Recommending Authorities and Approving Authority*) for Official Travel from School Personnel to SDO Personnel and Third Level Officials

f. Completeness of the Documentary Requirements

Find attached checklist.

2. Moreover, it is reminded on the reportorial requirements (Post-Travel Report) (DO 43, s. 2022) after the travel had been undertaken.



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3. For information, guidance and compliance.

**TOLENTINO G. AQUINO**  
Director IV

Encl.: As Stated

Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

CHECKLIST

OFFICIALS

POSITIONS

TEACHERS

TRAVELS

ADS/PS/hfa/RM\_ReiterationofForeignTravelAbroadRequests

February 24, 2026



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**Checklist of Documentary Requirements  
 Travel Abroad on Official Travel  
 (Official Time and Official Business)**

1. SDO Transmittal
2. Letter Request with written justification  
*(how the trip/travel satisfies the minimum conditions  
 and why alternatives to travel are insufficient for the  
 travel purpose in DO 043,s. 2022, IV.A.1 &2)*
3. Signed Invitation/Invitation Letter addressed to the  
 Requesting Party
4. Approved Activity Request and Work and Financial  
 Plan indicating that funds are earmarked for the  
 travel expenses to be incurred
5. Itinerary of Travel
6. SDO Certification of No Pending Case
7. Certification that Someone Will Handle the  
 Workloads of the Employee during his/her travel  
 period
8. Annex A Form
9. School Clearance
10. SDO Clearance
11. RO Indorsement to Central Office

***\*It is recommended that 35 days prior to travel  
 date/departure, requests should have been  
 forwarded to RO.***

***Released and endorsed by Recommending  
 Authority (RO) to CO at least 30 days before  
 travel date/departure.***



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Republic of the Philippines  
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**Checklist of Documentary Requirements**  
**Personal Travel Abroad**

1. SDO Transmittal
2. Letter Request
3. Certification of No Pending Case
4. Certification that Someone Will Handle the Workloads of the Employee During his/her travel period
5. Annex D Form
6. Form 6
7. School Clearance
8. SDO Clearance
9. RO Indorsement

***\*It is recommended that 10 days prior to travel date/departure, requests should have been forwarded to RO.***