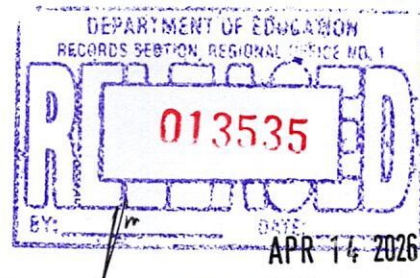




Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM
 No. 447, s. 2026

**DELEGATION OF SIGNING AUTHORITY OF THE CIVIL SERVICE FORM
 NO. 6 (APPLICATION FOR LEAVE) PURPOSELY FOR PERSONAL
 FOREIGN TRAVEL ABROAD OF THE SCHOOLS DIVISION
 OFFICE TEACHING AND NON-TEACHING PERSONNEL**

To: All Schools Division Superintendents
 All Others Concerned

1. Pursuant to DepEd Memorandum No. 091, s. 2022 (*Delegation of Signing Authority to Regional Directors on the Approval of Travel Authority for Personal Travel Abroad*), Regional Directors are given authority to sign the approval of authorities to travel abroad for personal vacation leave for all teaching and non-teaching personnel in the field.
2. To fast track the processing of Form 6 or attachment to personal foreign travel, all Schools Division Superintendents/Officers-In-Charge, Office of the Schools Division Superintendent are hereby designated and authorized to sign in the approval portion.
3. Consequently, all recommendations shall be signed by the Assistant Schools Division Superintendents.
4. Please be guided accordingly.

[Signature]
ESTELA P. LEON-CARIÑO, EdD, CESO III
 Director IV/Regional Director

Encl.: As Stated
 Reference: None

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

ASSESSMENT EVALUATION OFFICIALS OFFICERS

AD/PS/hfa/RM_DelegationSigningAuthorityForm6PersonalForeignTravelAbroad

April 14, 2026



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