



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 661 s. 2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID, SGOD
Public Schools District Supervisors
Education Program Supervisors
All Public Elementary and Secondary School Heads
All Others Concerned

Subject: **DELEGATION OF SIGNING AUTHORITY TO REGIONAL DIRECTORS
ON THE APPROVAL OF TRAVEL AUTHORITY FOR PERSONAL
LEAVE ABROAD**

Date: October 17, 2022

1. Attached is the DepEd Memorandum No. 091, s. 2022 entitled "Delegation of Signing Authority to Regional Directors of the Approval of Travel Authority for Personal Travel Abroad" dated October 7, 2022.
2. Effective October 10, 2022 onwards and shall remain in force until rescinded or revised, all authorities to travel abroad for **personal vacation leave for all teaching and non-teaching personnel** shall be approved by the **Regional Director**.
3. Further, the Regional Office requires that all travel authorities pertaining to personal foreign travel must be submitted to the Approving Authority at least **ten (10) days** before the departure date and released by his/her office at least **five (5) days** before the departure date.
4. For information and strict compliance.

CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: OCT 17 2022 TIME: 2:24pm

BY:

RS
8311



Republic of the Philippines
Department of Education
DAVAO REGION

RECORDS SECTION
RECEIVED 92371
13 OCT 2022 TIME 8:56
BY: *[Signature]*

Office of the Regional Director

REGIONAL MEMORANDUM
ASD-2022-095

To : Schools Division Superintendents / OIC-SDS
Regional Chief of Functional Division - ASD

Subject: DELEGATION OF SIGNING AUTHORITY TO REGIONAL
DIRECTORS ON THE APPROVAL OF TRAVEL AUTHORITY
FOR PERSONAL LEAVE ABROAD

Date : October 11, 2022

Herewith is the copy of the DepEd Memorandum No. 091, s. 2022 dated October 07, 2022 from the Office of the Secretary, Department of Education, informing all the concerned DepEd officials and personnel that effective October 10, 2022, the Regional Director of this Office has been given authority to sign the approval of authorities to travel abroad for personal vacation leave for all teaching and non-teaching personnel of this Department.

Further, this Office requires that all travel authorities pertaining to personal foreign travel must be submitted to the Approving Authority at least ten (10) days before the departure date and released by his/her office at least five (5) days before the departure date.

For information and strict compliance.

for: *[Signature]*
ALLAN G. FARNAZO
Director IV *[Signature]*

Enclosed: As stated.
ROA3/PS/ljy

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

By: *[Signature]* 8311
Date: *[Signature]* Time: *Oct 13, 2022*



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

07 October 2022

DepEd MEMORANDUM
No. **091**, s. 2022

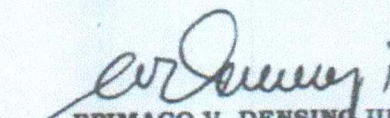
**DELEGATION OF SIGNING AUTHORITY TO REGIONAL DIRECTORS ON THE
APPROVAL OF TRAVEL AUTHORITY FOR PERSONAL TRAVEL ABROAD**

**TO: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Assistant Regional Directors
School Division Superintendents
Assistant Schools Division Superintendent
All Others Concerned**

1. In the interest of the service and pursuant to the provisions of Section 7(8), Chapter 2, Book IV, Executive Order 292, s. 1987 or the 'Administrative Code of 1987' providing for the Secretary's power to delegate authority to officers and employees under her direction, the Regional Directors are hereby 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. This shall be effective from October 10, 2022 onwards and shall remain in force until rescinded or revised.
3. All requests for travel authority abroad received by the Personnel Division in CO before the said date shall be processed according to the previous approval process.
4. For your immediate compliance and preferential attention.



DEPED-ORIG-PTSM


EPIMACO V. DENING III
Undersecretary and Chief of Staff