



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

May 10, 2023

No. 067 s. 2023

**AUTHORIZED SIGNATORIES OF THE AUTHORITY TO TRAVEL (ATT) FOR
 LOCAL TRAVELS**

**TO: Assistant Schools Division Superintendent
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Public Elementary and Secondary Teachers**

1. This has reference to the DepEd Order No. 046, s. 2022 issued on October 17, 2023 known as the *Amendments to DepEd Order No. 043, s. 2022 (omnibus travel guidelines for all personnel of the Department of Education)*.
2. This is to inform that beginning April 25, 2023, the undersigned is delegating the signing of the Authority to Travel to respective office/personnel whether on Official Business or on Official Time, to wit:

| For Official Local Travel WITHIN the Region | | |
|--|-------------------------------|----------------------------|
| Office/Position | Recommending Authority | Approving Authority |
| Division Chiefs/Unit/Section Heads | ASDS | SDS |
| Below Division Chiefs/Unit/Section Heads (SDO) | Immediate Supervisor | ASDS |
| School Heads | PSDS | ASDS |
| Teacher/Non-Teaching Staff (school-based) | Principal | ASDS |
| For Official Travel OUTSIDE the Region | | |
| *Applies to all first & second level ranks | ASDS | SDS |
| For Official Travel-ABROAD | | |
| *Applies to all first & second level ranks | SDS | RD |

3. The official or employee concerned shall accomplish and submit a travel authority or official travel form on or before the scheduled departure date.
4. Attach the signed memorandum, letter, order, invitation or other communication relevant to the DepEd or non-DepEd activity/event indicating that the requesting official or employee is being invited as a participant, guest, resource person, lecturer or visitor.
5. For Division Chiefs/Units/Section Heads, School Heads, Teachers, a Special Order designating an Officer-In-Charge/Alternate Teacher, if applicable, shall be attached, so as not to hamper the day-to-day operations of the office/school/classroom.
6. For your information and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO PhD, CESO VI
OIC-Schools Division Superintendent *A*

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
23-102106
DATE: MAY 16 2023 TIME: 1:15 pm
BY: *[Signature]*