



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

www.depednegor.net

July 19, 2018

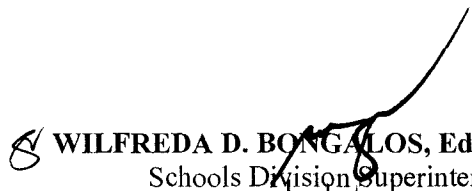
DIVISION MEMORANDUM

No. 490s. 2018

GUIDELINES AND PROTOCOL FOR TRAVEL ABROAD

To : OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools Division Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. For the information and guidance of all concerned, enclosed are DepEd Order No. 008, s. 2018 and the Guidelines and Protocol for Travel Abroad whether for official or personal/private purpose.
2. In this connection, District Offices must submit to this office all documents for travel abroad for at least forty-five (45) days prior to the date of travel. All requests for authority to travel abroad that do not conform to the said guidelines shall be returned without action.
3. Immediate dissemination of and strict compliance with this Memorandum is directed.


WILFREDA D. BONGALOS, Ed.D., CESO V
Schools Division Superintendent
7/19/18

Enclosed:
DepEd Order No. 008, s. 2018
Guidelines and Protocol for Travel Abroad

20 JUL 2018

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supl's Office), (035) 225-1622 (CID), (035) 225-1623 (Legal Section),
(035)225-6180 (SGOD), (035) 422-7643 (Cash Section), (035) 422-8511 (Planning Section), (035) 225-6987 (Record's Section),
(035) 422-5283 (Admin. Section), (035) 422-0267 (Personnel Section), (035) 225-2376 (Guard/Medical/Dental Sections),
(035) 225-7012 (Educ. Facilities Section), (035) 225-1640 & (035) 225-1640 (Acct. Budget Section), (035) 422-3921 (Supply Section)



Republic of the Philippines
Department of Education

19 JAN 2018

DepEd MEMORANDUM
No. **008**, s. 2018

**DISSEMINATION OF MEMORANDUM FROM THE EXECUTIVE SECRETARY
DATED 03 JANUARY 2018**

(Directives Applying to Foreign Travels of All Government Officials
and Personnel in the Executive Department)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of Memorandum from the Executive Secretary dated 03 January 2018, entitled **Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department**.
2. All applications and requests for approval of authorities to travel abroad of Department of Education (DepEd) officials and personnel, whether for official or personal/private purpose, shall follow existing DepEd issuances on the matter.
3. Additionally, and pending the promulgation of specific guidelines to implement the said Memorandum from the Executive Secretary, any application or request for approval of travel authorities for official travel abroad shall provide written justification following the standards set forth in the directives, specifically:
 - a. The purpose of the trip is strictly within the mandate of the requesting government official or personnel;
 - b. The projected expenses for the trip are not excessive; and,
 - c. The trip is expected to bring substantial benefit to the country.
4. All DepEd officials and personnel travelling abroad for personal or private purpose without cost to the government shall comply with the following, as set forth in the directives:
 - a. Appropriate travel authorization has been obtained from the agency;
 - b. The requisite leave forms have been duly accomplished; and
 - c. His/her absence shall not hamper the operational efficiency of the agency.
5. Immediate dissemination of this Memorandum is desired.

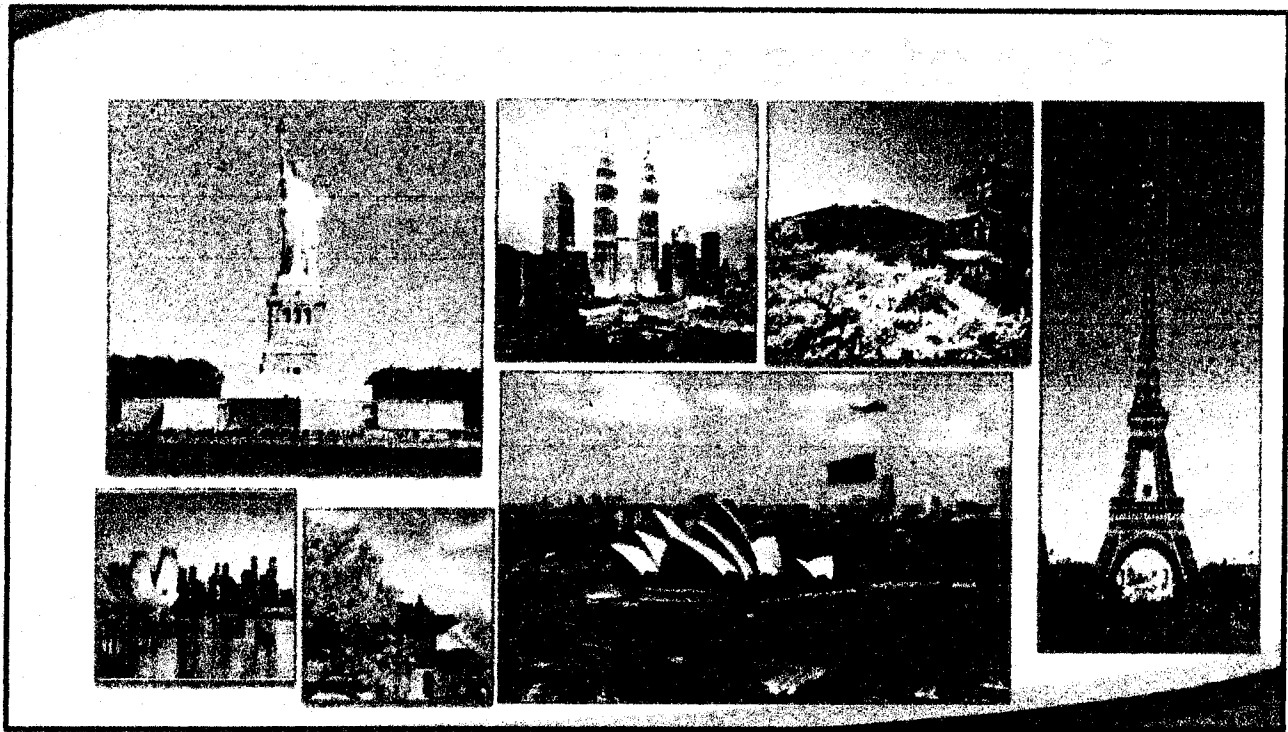

LEONOR MAGTOLIS BRIONES
Secretary

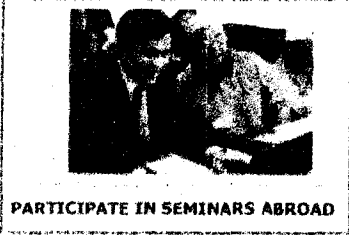
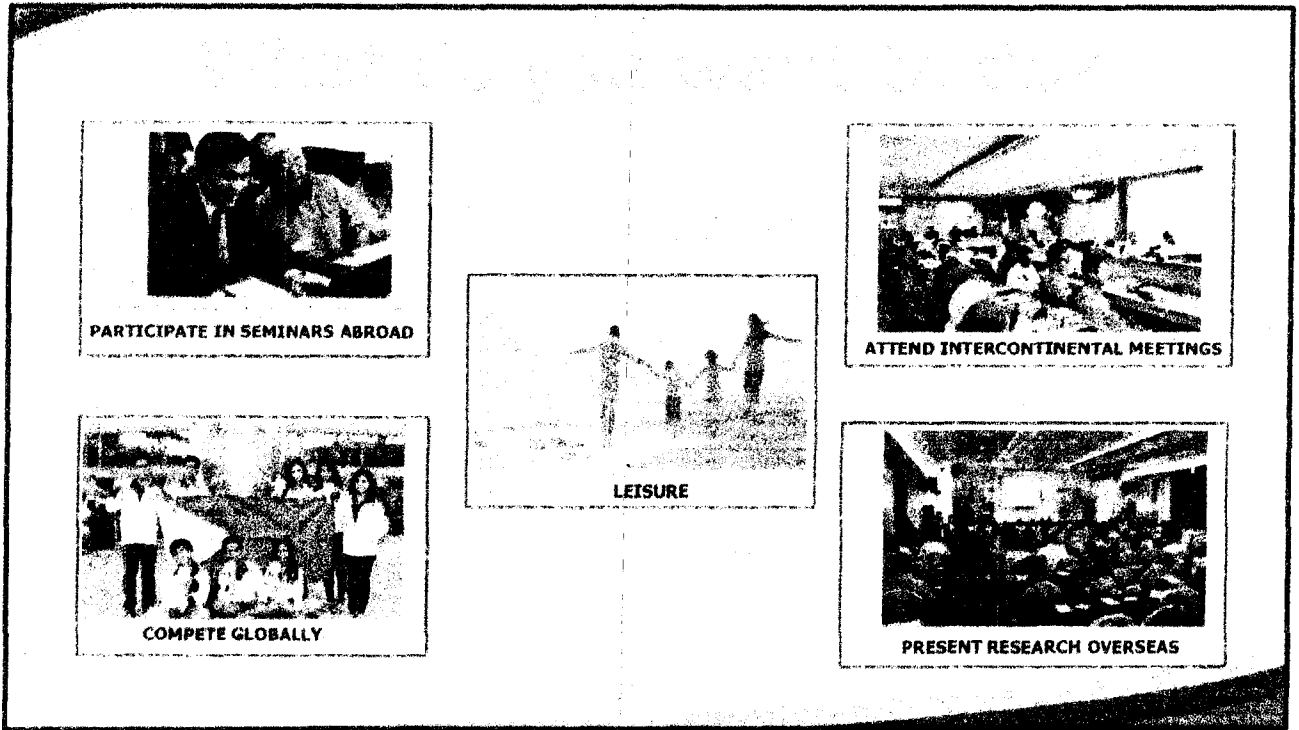
20 JUL 2018

Guidelines and Protocol for Travel Abroad

07 June 2018

Newtown Plaza Hote, Baguio City





Travel Authority for Foreign Travels

“xxx all other government officials and employees seeking authority to travel abroad shall henceforth seek approval from their respective heads of agencies, regardless of length of their travel and the number of the delegates concerned. For the purpose of this paragraph, heads of agencies refer to Department Secretaries or their equivalents.”

Section 2, Executive Order No. 459, dated September 1, 2005

Types of Travel Abroad

1. Official Time

- Attendance and participation to particular activity held overseas which may/may not directly related to official duties and responsibilities.
- DepEd funds will not be utilized to cover travel expenses.

2. Official Business

- Attendance and participation to a particular activity held overseas which is directly connected to official duties. Some or all expenses incurred shall be covered by DepEd.

3. Personal Travel Abroad

- Travel overseas which is purely personal or private purpose without cost to the government

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Scope of Official Travel Abroad

- a. High level/ministerial meetings/conferences
- b. Training and education abroad
- c. Conferences/meetings/seminars/trainings/workshops/study visits/scholarships sponsored by international organizations and foreign schools
- d. Invitation as resource or guest speaker, to officiate international sport competitions, or visit/inspect facilities or equipment of foreign suppliers pursuant to provisions of RA No. 9184¹

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Personal Travel Abroad

The following may be taken as examples of valid reasons for travel abroad:

1. To attend seminars, conferences and other related activities for professional growth and educational enrichment
2. For consultation or treatment of ailment or sickness
3. To accompany a sick/old relative with certification from appropriate authority

Administrative Guidelines for Travel Abroad

- All requests for Authority to Travel Abroad shall be submitted to proper line of authorities before forwarding to the Office of the Secretary.
- No foreign travel shall be allowed (be allowed) to any official or employee who has a pending administrative case.
- No official or employee shall be sent to foreign training, conference , or attend international commitments when they are due to retire within one (1) year after the foreign travel
- All attendance in meetings abroad shall be subject to availability of funds.

Administrative Guidelines for Travel Abroad

- No travel authority shall be issued if the previous travel has not been liquidated and cleared.
- An official/employee traveling on a non-sponsored foreign trip on official time and official business shall be entitled to a daily allowance allowed under United Development Program (UNDP) DSA Index Rates.
- Official/employee shall submit a report on the official travel abroad attended within (30) days after his/her return to the permanent official station. The report shall include DepEd's critical inputs/contribution and/or merits/benefits gained from the foreign travel.

DepEd Order No. 14 s. 2010

Latest Issuances regarding Foreign Travel Abroad of all Government Officials and Personnel

DepEd Memorandum No. 8, s. 2018 - Dissemination of Memorandum from the Executive Secretary dated 03 January 2013 "Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department"

The following measures on foreign travel is strictly observed:

- 1) No official foreign travel of government officials and personnel shall be allowed unless it satisfies all of the minimum criteria:
 - a. The purpose of the trip is strictly within the mandate of the requesting government official or personnel;
 - b. The projected expenses for the trip are not excessive and;
 - c. The trip is expected to bring substantial benefit to the country.

Latest Issuances regarding Foreign Travel Abroad of all Government Officials and Personnel

- 2) No government official or personnel shall be allowed to depart for any travel abroad, even for personal or private purpose unless such official or personnel has:
 - a. Obtained the appropriate travel authorization form from his/her agency
 - b. Has duly accomplished the requisite leave forms
 - c. His/her absence shall not hamper the operational efficiency of the said agency.

Other Policies on Travel Abroad

- No Official Travel to Taiwan in observance of the "One-China Policy"

Memorandum Circular No. 148, S. 1992 prescribes the guidelines for the implementation of EO No. 313, s. 1987 Prohibiting Philippine Government Officials To Visit Taiwan Or To Receive Calls By Visiting Taiwanese Officials.

What are the Requirements?

For Official Travel Abroad:

1. Travel Authority Request Form A¹
2. Invitation for the requesting party from a foreign host²
3. Request of the invited party to his/her supervisor justifying the purpose of the travel²
4. Recommendation/Indorsement from subsequent superiors requesting Secretary's consideration²
5. Certification of No Pending Case issued by the respective Legal Offices³
6. Estimated expenses duly allotted and approved by the office where the expense will be charged to subject to existing accounting and auditing rules and regulations² - *for Official Business*
7. Specify the source of funds to be utilized for the travel - *for Official Time*
8. Written justification with the following points:⁴
 - a. The purpose of the trip is strictly within the mandate of the requesting government official or personnel;
 - b. The projected expenses for the trip are not excessive and;
 - c. The trip is expected to bring substantial benefit to the country.

What are the Requirements for Field Personnel?

Personal Travel Abroad:

1. Letter of intent to travel abroad from the requesting party to his/her supervisor indicating the purpose of the travel and that his/her absence shall not hamper the operational efficiency of the agency.¹
2. Indorsement from subsequent superiors
3. Accomplished CSC Form No. 6 - Application for Leave¹
4. Accomplished CSC Form No. 7 - Clearance Form
5. Certification of No Pending Case²

¹ DepEd Memorandum No. 8, s. 2018

² DepEd Order No. 14, s.2010

Minimum Number of Days Required for Processing for Field Personnel

School-based personnel should submit all documents **at least 50 days** before departure

Division-level personnel should submit all documents **at least 40 days** before departure

Regional-level personnel should submit all documents **at least 30 days** before departure

Released by the School **at least 45 days** (if applicable) before departure

Received by the Schools Division Office **at least 40 days** (if applicable) before departure
Released by the Schools Division Office **at least 35 days** before departure

Received by the Regional Office **at least 30 days** before departure
Released by the Regional Office **at least 25 days** before departure

Received by Central Office **at least 15 days** before departure
Released by the Office of the Secretary upon approval **at least 10 days** before departure

DepEd Order No. 43, s.2014

Minimum Number of Days Required for Processing and Document Release for CO and Field Personnel

- All travel authorities must be signed by the Secretary and released by the Central Office (CO) **at least 10 days** before the departure date.
- Requests that violate this process flow shall be **automatically rejected**.
- Once approved by the Secretary, the Records Division shall release the travel authority immediately.

DepEd Order No. 43, s.2014

Reasons for Disapproval

- Request was received **less than 10 days** before the departure date
- Non-compliant/incomplete documents
- Training program is not aligned with his/her functions (field of specialization)
- Charging of expenses (SEF, local funds)
- Conflict of travel dates (*falls during ManCom, Brigada Eskwela, Oplan Balik Eskwela, etc.*)

Thank you.

