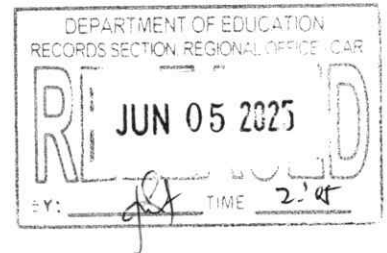




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



05 June 2025

REGIONAL MEMORANDUM
No. 386-2025

DISSEMINATION OF MEMORANDUM "REITERATION OF PERTINENT PROVISIONS OF THE TRAVEL GUIDELINES OF THE DEPARTMENT OF EDUCATION FOR THIRD LEVEL OFFICIALS"

To: Assistant Regional Director
Schools Division Superintendents
All Divisions
All Others Concerned

1. Attached is a memorandum, titled **"REITERATION OF PERTINENT PROVISIONS OF THE TRAVEL GUIDELINES OF THE DEPARTMENT OF EDUCATION FOR THIRD LEVEL OFFICIALS."**
2. This issuance is intended to **clarify and reiterate** the prescribed procedures governing the issuance of **Personal** and **Official Travel Authorities** for officials of the Department of Education occupying third level positions.
3. In this regard, all concerned are hereby **directed to strictly observe and comply** with the provisions and procedural requirements stipulated in the attached memorandum. Compliance is essential to uphold uniformity, procedural integrity, and adherence to established administrative policies.
4. For information, guidance and compliance.

Digitally signed by
ESTELA P. LEON-CARIÑO
EdD, CESO III
Date: 2025.06.05
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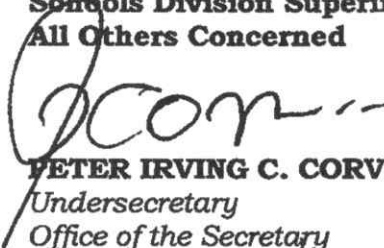





Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

FOR : **Undersecretaries**
Assistant Secretaries
Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : 
PETER IRVING C. CORVERA
Undersecretary
Office of the Secretary


WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : **REITERATION OF PERTINENT PROVISIONS OF THE TRAVEL GUIDELINES OF THE DEPARTMENT OF EDUCATION FOR THIRD LEVEL OFFICIALS**

DATE : 30 April 2025

Considering the significant increase in both foreign and local travels of DepEd third-level officials, this memorandum serves to reiterate the relevant provisions of DepEd Order No. 43, s. 2022, also known as the *Omnibus Travel Guidelines for All Personnel of the Department of Education* and its amendment under DepEd Order No. 46, s. 2022.

This is to clarify the procedures for issuing personal and official travel authorities for DepEd officials. Therefore, all concerned are hereby instructed to strictly adhere to the following guidelines:

1. **Regional Director and Assistant Regional Director of the same region cannot travel on the same dates, nor can Schools Division Superintendent and Assistant Schools Division Superintendent of a Schools Division Office.** This policy ensures that leadership is always present to manage the operations in the field offices.
2. For Foreign Official or Personal Travel of Regional Directors and Schools Division Superintendents, a **recommendation** submitted by the Regional Director of the duly designated Officer-in-Charge is **requisite**. **All**

Designation Orders of third level officials shall be prepared and **officially be released only by the Central Office.**

3. **No DepEd officials shall be allowed to depart** for any official or personal foreign travels and/or official local travel without the approved and signed travel authority.
4. **All documentary requirements must be submitted to the approving authorities pursuant to the guidelines prescribed under DO 43, s. 2022.** Below is the minimum number of days required for processing:

Type of Travel	Minimum No. of Days for Processing
Field Office	
Official Foreign Travel	At least 35 days before departure date
Personal Foreign Travel	At least 10 days before
Central Office	
Official Foreign Travel	At least 25 days before departure date
Personal Foreign Travel	At least 10 days before

5. **Travel requests received** after the minimum number of days required for processing will still undergo the usual process and evaluation by the signing authorities. However, **travel requests received on the day or a day before the departure date will not be processed, except for emergencies or exceptional circumstances to be determined by the Central Office.** This ensures that all travel requests are properly vetted and approved.
6. **Extended travel time** before or after the schedule of the activity to be attended **is not permitted.** Taking of **personal leave immediately before or after** official travel is **highly discouraged.** This policy aims to maintain the integrity and focus of official duties without the interference of personal matters.
7. **Travel authority** shall only be granted by the Approving Authority after determination that the absence of the requesting official **will not hamper the operational efficiency of his/her office.**
8. Requesting officials are **discouraged from booking flights before securing an approved travel authority.** This ensures that all travel plans are officially sanctioned and avoids potential complications and cancellations.
9. The Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) shall monitor compliance with these guidelines and ensure implementation of the said DepEd Order.

For strict compliance.