



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Benguet**

DepEd-Benguet Division  
 NOV 03 2022  
**RELEASED**

November 2, 2022

**DIVISION MEMORANDUM**  
 No. 395, s.2022

**REITERATING DEPED ORDER NO. 43, S. 2022 (OMNIBUS TRAVEL GUIDELINES) TO PROVIDE GUIDANCE TO DIVISION, DISTRICT, AND SCHOOL PERSONNEL ON TRAVELS**

**TO: OSDS Division**  
**Curriculum Implementation Division**  
**School Governance and Operations Division**  
**Public Schools District Supervisors**  
**All Others Concerned**

1. Pursuant to DepEd Order No. 43, s. 2022 or the Omnibus Travel Guidelines for All Personnel of the Department of Education and DepEd Order No. 46, s. 2022 or the Amendments to DepEd Order No. 43, s. 2022, this Office reiterates and clarifies the stipulated issuance for all Division, District, and School Personnel in the Division of Benguet.
2. It is reiterated that a Travel Authority is required when going on an official or personal local or foreign travel for more than a day. Travel Authority refers to an Order in writing issued by the Approving Authority allowing and official or employee of the DepEd to proceed to a specific place or location outside of her permanent official station for a specific period of time to perform a given assignment (DO 43 item III. I, p. 3).
3. Please be guided by the following signatories for Official and Personal Travels:
  - a. Official Local Travel:

c. Division Office		
1. Schools Division Superintendent (SDS)	None	RD (for destinations outside the Division only)
2. Assistant Schools Division Superintendent (ASDS)	SDS (for destinations outside the Division only)	RD (for destinations outside the Division only) SDS (for destinations within the Division)
3. Division Chief, and below, including Public Schools District Supervisor (PSDS)	None (for destinations within the Division) ASDS	SDS
d. Schools		
1. School Head (SH)	ASDS	SDS
2. Teaching personnel, and Nonteaching personnel (for destination within the Division)	None	SH
3. Teaching personnel, and Nonteaching personnel (for destination outside the Division)	SH	SDS





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b. Official Foreign travel:

c. Schools Division Office		
1. Schools Division Superintendent (SDS), and Assistant SDS	RD	Usec for Governance and Field Operations
2. Division Chief, and below, including Public Schools District Supervisors (PSDS)	SDS	Usec for Governance and Field Operations
d. Schools		
1. School Head	SDS	Usec for Governance and Field Operations
2. Teaching personnel, and Nonteaching personnel	SDS	Usec for Governance and Field Operations

c. Personal Travel:

c. Division Office		
1. Schools Division Superintendent (SDS), and Assistant Schools Division Superintendent (ASDS)	RD	Usec - HROD
2. Division Chief, and below, including PSDS	SDS	RD
d. Schools		
1. School Head	SDS	RD
2. Teaching personnel, and Nonteaching personnel	SDS	RD

d. Signatories for the Locator Slip will be same as the signatories for Official Local travels.

- For activities/events/errands or performance of an assigned task that would require a DepEd official or employee to be outside of his/her permanent station or workplace during office hours within a day, an entire day, or for a period not exceeding one day, a Locator Slip duly approved by the Head of Office or his/her Authorized Representative, and certified/signed by the authorized personnel from the office/place visited, may be used as the authority to travel. A Certificate of Appearance may be secured from the office visited, in lieu of the certification/signature of the person visited. The accomplished and signed Locator Slip shall serve as the authority to travel and may be used for reimbursement of actual transportation expenses only. In no case shall it be used for personal business (DO 46 par. 3. c.b, page 4).
- Requests that do not comply with the process flows shall be automatically rejected (DO 43 par. B. 5. c, page 9).





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6. Within one calendar month after returning to the Permanent Official Station, every personnel authorized to travel under this Order shall submit to the head of the agency a report on the travel, which shall include matters or issues discussed, recommendations, and next steps (DO 43, IV. A. 5, page 5). Attached in Enclosure D is the guideline in accomplishing reportorial reports.
7. For accommodations, it is reiterated thus: To ensure adequate but reasonably priced services and amenities, the workshops, seminars, trainings, conferences and other official activities organized and conducted by the Department shall use DepEd training venues such as the office conference rooms, Regional Education Learning Centers (RELCs), Applied Nutrition Center, ECOTECH Center, National Educators Academy of the Philippines (NEAP), and Baguio Teachers Camp (BTC). It is also encouraged to patronize DOT-accredited accommodations (DO 43, IV. C. 4, page 15).
8. For guidance and reference of significant templates, please refer to:
  - Enclosure A: Travel Authority for Official Travel
  - Enclosure B: Locator Slip
  - Enclosure C: Travel Authority for Personal Travel
  - Enclosure D: Travel Report
9. All requests for local travels must be received at least five days before actual travel. Requests may be emailed through [records.sdobenguet@gmail.com](mailto:records.sdobenguet@gmail.com).
10. Immediate dissemination of and compliance with this Memorandum is desired.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent

OSDS/GBB/cfm/abd





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**Enclosure A: Travel Authority for Official Travel**

ANNEX A



No. \_\_\_\_\_

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**Travel Authority for Official Travel**



<b>NAME</b>	
<b>Position/Designation</b>	
<b>Permanent Station</b>	
<b>Purpose of Travel (must be supported by attachments)</b>	
<b>Host of Activity</b>	
<b>Inclusive Dates</b>	
<b>Destination</b>	
<b>Fund Source</b>	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
_____	_____
<b>Name and Signature of the Requesting Employee</b>	<b>Date</b>
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternative to travel are insufficient for purpose stated herein.</i>	
_____	_____
<b>Name and Signature of Recommending Authority</b>	<b>Date</b>
<b>APPROVED</b>	
_____	_____
<b>Name and Signature of Approving Authority</b>	<b>Date</b>





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**Enclosure B: Locator Slip**

ANNEX E



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**LOCATOR SLIP**

<b>NAME</b>	
<b>Position/Designation</b>	
<b>Permanent Station</b>	
<b>Purpose of Travel (must be supported by attachments)</b>	
<b>Inclusive Dates</b>	<input type="checkbox"/> <b>Official Business</b> <input type="checkbox"/> <b>Official Time</b>
<b>Date and Time</b>	
<b>Destination</b>	
<hr/> <div style="display: flex; justify-content: space-between;"> <span><b>Signature of Requesting Employee</b></span> <span><b>Signature of Head of the Office</b></span> </div>	





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**Enclosure C: Travel Authority for Personal Travel**

ANNEX D



No. \_\_\_\_\_

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**TRAVEL AUTHORITY FOR PERSONAL TRAVEL**

<b>NAME</b>	
<b>Position/Designation</b>	
<b>Permanent Station</b>	
<b>Inclusive Dates</b>	
<b>Destination</b>	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
_____	_____
<b>Name and Signature of the Requesting Employee</b>	<b>Date</b>
<b>APPROVED</b>	
_____	_____
<b>Name and Signature of Approving Authority</b>	<b>Date</b>





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**Enclosure D: Travel Report**

- I. Title of Program/Activity Attended: \_\_\_\_\_
- II. Inclusive Dates and Venue: \_\_\_\_\_
- III. Relevant Matters or Issues Presented/Discussed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- IV. Insights/Lessons Learned:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- V. Recommendations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- VI. Next Steps:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: (personnel that travelled)

Reviewed: (Chief of Unit where the personnel is assigned)

APPROVED: (SDS/ Authorized Approving Authority)

