



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON



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MEMORANDUM

T O : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

FROM : **DIOSDADO M. SAN ANTONIO**
Director III
Officer-in-Charge
Office of the Regional Director

SUBJECT : Submission of Travel Authorities for Approval

DATE : February 10, 2014

During the 14th National Management Committee Meeting held at Baguio City, it was emphasized that travel authorities that need the approval of the Secretary of Education should be submitted at least ten (10) days before the actual travel and that travel authorities submitted less than ten (10) days will automatically be returned without action.

In this regard, it is reiterated that travel authorities, especially those that need the approval of the Secretary of Education, should be submitted to this Office at least two (2) weeks before the actual travel, otherwise, the same shall be returned without action.

For information, guidance and widest dissemination.