



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

16 June 2023

**Regional Memorandum**  
No.338 s.2023

**DISSEMINATION OF MODIFIED TEMPLATES ANNEXES  
A AND D FOR TRAVEL AUTHORITY**

To **Schools Division Superintendents**  
**All Others Concerned**

1. With reference to the application for foreign and local travel (official/personal), this Office modified the forms for Annexes A (Travel Authority for Official Travel) and D (Travel Authority for Personal Travel) for uniformity in the submission of the said forms.
2. Enclosed are approved copies of the modified forms to be used effective June 19, 2023.
3. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

*pk*  
ROA/P2



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone No.:** 02-8682-2114  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph



Certificate No. PHP QMS  
22 93 0085



Republic of the Philippines  
Department of Education

*OK*  
*Attus*

**ANNEX A**

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>NAME</b>	
<b>Position/Designation</b>	
<b>Permanent Station</b>	
<b>Purpose of Travel</b> (must be supported by attachments)	
<b>Inclusive Dates</b>	
<b>Destination</b>	
<b>Fund Source</b>	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p> <p>_____</p> <p>Name and Signature of Requesting Employee <span style="float: right;">_____</span> Date</p>	
<p><i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein:</i></p> <p>_____</p> <p>Name and Signature of Schools Division Superintendent <span style="float: right;">_____</span> Date</p>	
<p>Recommending Approval:</p> <p><b>ATTY. ALBERTO T. ESCOBARTE, CESO II</b> Regional Director <span style="float: right;">_____</span> Date</p>	
<p>APPROVED:</p> <p>_____</p> <p>Name and Signature of Approving Authority <span style="float: right;">_____</span> Date</p>	



Republic of the Philippines  
Department of Education

*OK*  
*[Signature]*

**ANNEX D**

**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>	
_____	_____
Name and Signature of Requesting Employee	Date
Recommending Approval:	
_____	_____
Name and Signature of Schools Division Superintendent	Date
APPROVED:	
<b>ATTY. ALBERTO T. ESCOBARTE, CESO II</b> Regional Director	_____
	Date

(ANNEX D of DepEd Order 043, s. 2022 as amended by DepEd Order No. 46, s. 2022)