

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

03 June 2025


Regional Memorandum

No. 406

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

TO: Schools Division Superintendents
All Others Concerned

1. Attached is the unnumbered memorandum dated 30 April 2025 signed by Undersecretary Peter Irving C. Corvera and Undersecretary Wilfredo E. Cabral, reiterating relevant provisions of DepEd Order No. 43, s. 2022 and its amendment under DepEd Order No. 46, s. 2022, as well as clarifying the procedures for the issuance of personal and official travel authorities for DepEd Officials.
2. Attention is invited to item nos. 1 to 8 of the abovementioned memorandum.
3. Special attention is invited to the restriction on the same date travel of the Schools Division Superintendent and his/her Assistant Schools Division Superintendent, the need for a recommendation from the Regional Director of the duly designated Office-in-Charge, the timelines for submission of travel requests, as well as the non-extension of travel time.
4. Strict compliance to this memorandum is hereby enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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



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BY:.....

VILLA VITRUMLOI ESCOLAR CERO II

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FOR THE LEADER OFFICIALS
CRIBETTES OF THE DEPARTMENT OF EDUCATION
RELATION OF BENEFICIAL PROVISIONS OF THE LEADER

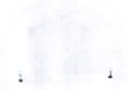
Do: VITRUMLOI
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REGIONAL GOVERNMENT
DEPARTMENT OF EDUCATION

Escuela Primaria

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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 (BHRD-PD) shall monitor compliance with these guidelines and ensure implementation of the said DepEd Order.**

For strict compliance.