



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE II OF PANGASINAN

Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. 049, s. 2023

TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM: LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent

SUBJECT: TRAVEL AUTHORITY REQUESTS FOR OFFICIAL TRAVEL
ABROAD

DATE: January 30, 2023

PARTICULARS


Pursuant to DepED Order No. 43, s. 2014, DepED Order No. 43, s. 2022 and DepED Order No. 46, s. 2022, all applicants/personnel are encouraged to observe the following protocols:

1. Requesting personnel should accomplish all documentary requirements for travel authority requests for official travel abroad and should submit all documents to the school at least **45 days before the departure.**
2. Schools Division Office should receive the documents from the school/requesting personnel at least **40 days before the departure.**
3. Regional Office should receive the documents at least **30 days before the departure.**
4. If documentary requirements are personally submitted or claimed by the requesting personnel to/from the Regional Office, documents must be submitted/brought to the Records Unit to be stamped with "**RELEASED**" for its official release and proper documentation.

For your strict compliance.


LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent

APPROVED FOR TRANSMISSION:


ARVIN R. PURISIMA
ADMINISTRATIVE OFFICER V