



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

October 10, 2022

DIVISION MEMORANDUM

No. 397, s. 2022

**DELEGATION OF SIGNING AUTHORITY TO
REGIONAL DIRECTORS ON THE APPROVAL OF
TRAVEL AUTHORITY FOR PERSONAL TRAVEL ABROAD**

- To: OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
1. Attached is **DepEd Memorandum No. 091 s, 2022**, titled **“Delegation of Signing Authority to Regional Directors on the Approval of Travel Authority for Personal Travel Abroad”**.
 2. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

07 October 2022

DepEd MEMORANDUM
No. **091**, s. 2022

**DELEGATION OF SIGNING AUTHORITY TO REGIONAL DIRECTORS ON THE
APPROVAL OF TRAVEL AUTHORITY FOR PERSONAL TRAVEL ABROAD**

TO: **Undersecretaries**
 Assistant Secretaries
 Bureau and Service Directors
 Regional Directors
 Assistant Regional Directors
 School Division Superintendents
 Assistant Schools Division Superintendent
 All Others Concerned

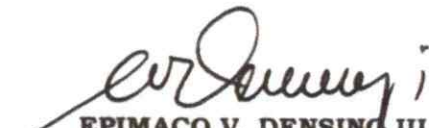
1. In the interest of the service and pursuant to the provisions of Section 7(8), Chapter 2, Book IV, Executive Order 292, s. 1987 or the 'Administrative Code of 1987' providing for the Secretary's power to delegate authority to officers and employees under her direction, the Regional Directors are hereby given authority to sign the approval of authorities to travel abroad for personal vacation leave for all teaching and non-teaching personnel in the field.
2. This shall be effective from October 10, 2022 onwards and shall remain in force until rescinded or revised.
3. All requests for travel authority abroad received by the Personnel Division in CO before the said date shall be processed according to the previous approval process.
4. For your immediate compliance and preferential attention.



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DEPED-OSEC-473079


EPIMACO V. DENSINO III
Undersecretary and Chief of Staff