



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

16 June 2026

**DIVISION MEMORANDUM**

No. **254**, s. 2026

**PRESENTATION OF APPROVED AUTHORITY TO TRAVEL PRIOR TO TRANSACTING AT  
THE SCHOOLS DIVISION OFFICE**

To: Assistant Schools Division Superintendent  
OIC - Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads, Public Elementary, Secondary, and Integrated Schools  
Teaching, Teaching-Related, and Non-Teaching Personnel  
All Others Concerned

1. In accordance with existing DepEd policies governing official local travel and to ensure proper monitoring of personnel movements during official working hours, all DepEd personnel undertaking official travel shall secure and present an approved Authority to Travel prior to conducting official transactions at the Schools Division Office (SDO).
2. **Effective 22 June 2026**, all teaching, teaching-related, and non-teaching personnel traveling from their respective stations to the Schools Division Office for official business shall present an approved Authority to Travel to the designated security personnel upon entry to the SDO premises. Personnel who fail to present the required approved Authority to Travel shall not be allowed to transact official business within the Schools Division Office, except in emergency situations as may be determined by the Schools Division Superintendent or duly authorized representative.
3. The approval and signing of Authority to Travel shall be governed by the provisions of DepEd Order No. 001, s. 2023, particularly Annex C (Revised Signing Authorities on Administrative Matters – Official Local Travel), and other existing DepEd issuances. All concerned personnel are advised to secure the necessary approval prior to travel and ensure compliance with the prescribed signing authorities.
4. School Heads and immediate supervisors shall ensure that personnel under their supervision comply with this policy. Security personnel assigned at the SDO shall verify the presentation of approved Authority to Travel before allowing entry for official transactions.



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5. Strict compliance with this Memorandum is hereby directed.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: None  
Reference: DepEd Order No. 001, s. 2023  
To be indicated in the Perpetual Index  
under the following subjects:

AUTHORITY

POLICY