



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

28 JUL 2026

DIVISION MEMORANDUM

No. **331**, s. 2026

REITERATION OF DIVISION MEMORANDUM NO. 684, s. 2024 ON THE ONLINE SUBMISSION AND APPROVAL OF REQUESTS FOR AUTHORITY TO TRAVEL PURSUANT TO DEPED ORDER NO. 043, s. 2022 (OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION)

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
Division Office Personnel
All Others Concerned

1. This Memorandum reiterates the provisions of Division Memorandum No. 684, s. 2024, titled **Online Submission and Approval of Requests for Authority to Travel Pursuant to DepEd Order No. 043, s. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education)**, which prescribes the procedures and documentary requirements governing the online submission and approval of requests for authority to travel by all Department of Education personnel, whether for official or personal travel, local or foreign.
2. This reiteration is issued to reinforce awareness, promote uniform implementation, and ensure strict compliance with the prescribed travel procedures and requirements. All concerned personnel are enjoined to review and faithfully observe the provisions of the aforementioned Division Memorandum and DepEd Order No. 043, s. 2022. The attached copy of Division Memorandum No. 684, s. 2024 forms an integral part of this Memorandum.
3. All officials and personnel concerned are directed to ensure strict adherence to the prescribed guidelines. Non-compliance with the established procedures may result in the non-processing or disapproval of travel requests, without prejudice to applicable administrative rules and regulations.
4. Immediate dissemination of and strict compliance with this Memorandum are directed.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None

Reference: DepEd Order (No. 043 s. 2022)
DepEd Order (No. 001 s. 2023)
Division Memorandum (No. 684 s. 2024)

To be indicated in the Perpetual Index
Under the following Subjects:

AUTHORITY TO TRAVEL

POLICY



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

October 30, 2024

DIVISION MEMORANDUM

No. **684**, s. 2024

**ONLINE SUBMISSION AND APPROVAL OF REQUESTS
FOR AUTHORITY TO TRAVEL PER DEPED ORDER NO. 043 s. 2022
(Omnibus Travel Guidelines for All Personnel of the Department of Education)**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. DepEd Order No. 043 s. 2022 titled ***Omnibus Travel Guidelines for All Personnel of the Department of Education*** provides the processes and prescribes the requirements for all travels of DepEd personnel, whether foreign/local or official/personal.
2. In this connection, this office is reiterating Section IV.C regarding the Specific Guidelines on Local Official Travel particularly No.2.a. on Procedure in the Application and Approval of Local Official Travels which states “The official or employee concerned shall accomplish and submit a Travel Authority for Official Travel Form to the office of the Approving Authority not less than five (5) working days before the scheduled departure date.”
3. As stipulated in DepEd Order No. 001 s. 2023 titled *Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and functional Areas of Responsibilities and Revised signing Authorities*, Annex C-Revised Signing Authorities, Section D- On Official Local Travel, the Official Local Travel of both SDO and school-based personnel of SDO Capiz employees shall be approved in the following manner:



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

Office/Position	Recommending Authority	Approving Authority
c. Division Office		
1. Schools Division Superintendent (SDS)	None	RD (for destinations outside the Division only)
2. Assistant Schools Division Superintendent (ASDS)	SDS (for destinations outside the Division only)	RD (for destinations outside the Division only)
	None (for destinations within the Division only)	SDS (for destinations within the Division)
3. Division Chief and Below, including PSDS	ASDS	SDS
d. Schools		
1. School Head (SH)	ASDS	SDS
2. Teaching personnel and Non-Teaching personnel <i>(for destination within the Division)</i>	None	School Head
3. Teaching personnel and Non-Teaching personnel <i>(for destination outside the Division)</i>	School Head	SDS

4. In order to meet the policy on the number of days required in the submission of Applications for Authority to Travel, maximize time on task, and minimize the travel cost in going to the division office for submission and approval of the Authority to Travel of school heads and other personnel, this office, through the



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

Information, Communication and Technology Unit, is implementing the innovation titled “*Online Submission and Approval of the Authority to Travel.*” The system can be accessed through this link: **bit.ly/SDOCAPIZAT**. The school heads and other personnel can accomplish the form before the actual scheduled travel, once approved by the approving authority, this form can be printed. This will serve as their advance copy of approved Authority to Travel.

5. Immediate dissemination of this Memorandum is desired.

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

Encl.: None

Reference: DepEd Order (No. 043 s. 2022)
DepEd Order (No. 001 s. 2023)

—
To be indicated in the Perpetual Index
Under the following subjects:

AUTHORITY TO TRAVEL

POLICY



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>