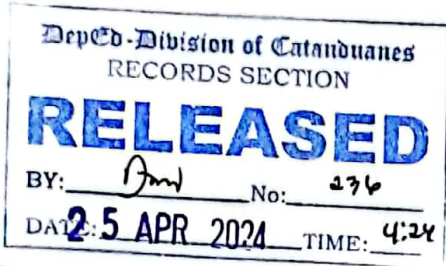




Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



April 24, 2024

**DIVISION MEMORANDUM**

No. 276, s. 2024

**REITERATION ON THE STRICT IMPLEMENTATION OF THE OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION UNDER DEPED ORDER NO. 43 S. 2022 AS AMENDED BY DEPED ORDER 46 S. 2022 AND DEPED ORDER NO. 1 S. 2023**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads and Personnel  
Public Elementary & Secondary School Heads  
Teaching and Non-Teaching Personnel

1. DepEd Order No. 46, s. 2022 titled "Amendment to DepEd Order No. 43 s 2022" Omnibus travel guidelines for all personnel of the Department of Education" provides the **Use of Locator Slips**:

- a. Locator Slip refers to a written authority granted by the Head of Office or his/her authorized representative, allowing an official or employee of the DepEd to travel end attend activities/event/errands or perform an assigned task that would require him/her to be outside of his/her permanent station or workplace during office hours within a day, for an entire day' or for a period not exceeding one day.
- b. A Locator Slip duly approved by the Head of Office or his/her Authorized Representative, and certified/signed by the authorized personnel from the office/place visited, may be used as the authority to travel. A Certificate of Appearance may be secured from the office visited, in lieu of the certification/signature of the person visited.
- c. The accomplished and signed Locator Slip shall **serve as the authority to travel** and may be used for reimbursement of **actual transportation expenses only**. In no case shall it be used for personal business.

2. On the other hand, DepEd Order No. 43, s. 2022 titled" Omnibus Travel Guidelines for All Personnel of the Department of Education" sets general guidelines on Official Travel:



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- A. Official Local Travel Authority** refers to a written authorization issued by the Approving Authority for a subordinate official or employee to proceed to a specific place or location outside of his/her permanent official station for a period of more than one day to perform a given task or assignment.
- B. Authorized Official Travel:** No official foreign or local travel shall be authorized unless it satisfies the following minimum conditions:
1. The trip is highly relevant to basic education, and in case of foreign official travels, the trip is for the purpose of complying with an international commitment/contractual obligation;
  2. The trip is essential to the effective performance of an official or employee's mandate or functions;
  3. The projected expenses for the trip are not excessive or involve minimum expenditure;
  4. The presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation, or any official activity to be undertaken;
  5. The absence of the official or employee from the Permanent official Station will not hamper the operational efficiency of his office, and
  6. The expenses to be incurred in the trip is included in the approved Work and Financial plan of the office or unit concerned.

**C. Alternatives to Travel**

All officials authorized to approve local or foreign travels are required, as far as practicable, to minimize official travel. Hence, all forms of communication, such as but not limited to, teleconferencing and videoconferencing or submission of briefs and position papers, must be explored or considered first as alternatives to travel.

**D. Written Justification**

For the purpose of the two immediately preceding provisions, the DepEd official or employee requesting authority to travel must attach to the appropriate **travel authority request form a written justification**, addressed to the Approving Authority and noted by the Recommending Authority, explaining how the trip satisfies the minimum conditions provided in the first paragraph of this section and why alternatives to travel are insufficient for the purpose. If



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the official travel of teaching personnel is to be undertaken during school days, the written justification shall also explain:

- a. Why the travel has to be undertaken during school days;
- b. What the expected benefits are from the travel; and
- c. How the expected benefits can compensate for the loss in instructional or supervisory time.

**E. Unauthorized Travels**

The following individuals shall not be issued Travel Authorities and shall not be entitled to government funding for such trips:

- a. Private individuals;
- b. Consultants and/or those engaged by the DepEd by way of contract of service, except when the travel is required for the performance or completion of deliverables in the contract of service, or in highly meritorious circumstances (e.g. unavailability of qualified employees in highly technical or specialized fields) and upon written justification submitted to the Approving Authority.

**F. Prohibitions and Conditions**

- a. All forms of travel junkets are strictly prohibited. The taking of a personal leave immediately before or after the official activity is highly discouraged. If travel circumstances, such as the nature of activity, purpose and itinerary, indicate that the trip is mainly intended for personal purposes, no part thereof shall be considered official.
- b. Trips, which, by their very nature, are obviously for personal reasons but are nevertheless presented as official in the guise of so-called "observation, goodwill, or study tour" or "workshop / seminar" shall not be allowed, unless such trips are to be undertaken while on leave of absence.
- c. No official or personal travel of DepEd officials and employees shall be funded directly or indirectly, fully or partially, by private individuals or entities, including suppliers and contractors, with pending request/s or application/ s or future dealings with any schools, SDOs, ROs, Bureaus/Services or office of the DepEd.

This prohibition applies to invitations to travel purportedly to undertake study or assessment of the proponents' capabilities as such contractors or suppliers.



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- d. The Approving Authority shall ensure that a skeletal workforce is maintained in the office or Permanent Official Station at all times, and travels which entail the absence of a majority of personnel of any office/s shall be prohibited.

**G. Reportorial Requirements**

- a. Within one (1) calendar month after returning to the Permanent Official Station, every personnel authorized to travel under this Order shall submit to the head of the agency a report on the travel, which shall include matters or issues discussed, recommendations, and next steps.

For official foreign travels, a post-travel report shall be submitted containing the following elements:

- i. Brief description and background of the host organization and activity;
  - ii. Objectives of the activity;
  - iii. Preparations made for the activity;
  - iv. Highlight of the activity/ participation in the activity;
  - v. Critical inputs/ contribution of participant in the activity;
  - vi. Merits/ benefits gained by the participants, his/her office and DepEd and substantive policy recommendation;
  - vii. Commitments made and/ or subsequent responsibilities of the participant in relation to the activity/ post-travel actions/ inter-agency cooperation needed;
- b. In case of participation in all international conference or convention in which the Philippines is represented by a delegation, a report of the delegation shall be submitted to the Office of the President (OP) through the Department Secretary or those of equivalent rank from whose department the head of delegation belongs, copy furnished the Secretary of the DFA, not later than one (1) calendar month after the closing of the conference or convention. Any member of the delegation may also submit a supplementary report.



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**H. Approving Authority of Official Travel**

• **LOCAL**

Office/Position	Recommending Authority	Approving Authority
<b>SCHOOLS DIVISION OFFICE</b>		
SDS	None	RD ( <i>for destinations outside the Division only</i> )
ASDS	SDS ( <i>for destinations outside the Division only</i> )	RD ( <i>for destinations outside the Division only</i> )
	None ( <i>for destinations within the Division</i> )	SDS ( <i>for destinations within the Division</i> )
Division Chief and Below, including PSDS	ASDS	SDS
<b>SCHOOLS</b>		
School Heads	ASDS	SDS
Teaching Personnel and Non-Teaching Personnel ( <i>for destinations within the Division</i> )	None	School Head
Teaching Personnel and Non-Teaching Personnel ( <i>for destination outside the division</i> )	School Head	SDS

• **FOREIGN**

Approving Authority for Official Foreign Travel of all SDO Personnel, except the ASDS, are recommended by the SDS and Approved by the Undersecretary for Operations.

3. In compliance to DepEd Order No. 43, s. 2022, DepEd Order No. 46, s. 2022 and DepEd Order No. 1, s. 2023, all personnel of this Division **shall** secure an **approved Locator Slip** or **approved Travel Authority for Official Travel before leaving the premises of their respective permanent station** following these procedures:

**A. TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**  
(Used for local official travel exceeding one day)



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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 *except in case of urgent matters at the discretion of the approving authority*. The standard form provided in Annex A of DepED Order No. 43, s. 2022 shall be used as is in one page bond paper and submitted with the following supporting documents:

- Signed Memorandum, Letter, Order, Invitation or other communication relevant to the DepEd or non-DepEd activity/ event indicating that the requesting official or employee is being invited as a participant, guest, resource person, lecturer, or visitor.
- Approved Activity Request (AR)/Authority to Conduct (ATC), or Proof of Source of Funds to signify that funds are earmarked for the travel expenses to be incurred;
- Itinerary of Travel;
- Written justification as required in No. 2 (c) of this Memorandum.
- If applying for cash advance, a certification from the Accounting Division/ Section/Unit concerned that the previous cash advance has been liquidated; and
- Division Chiefs, PSDS, School Head and OSDS/SGOD Section Heads should recommend an Officer-in-Charge (OIC) so as not to hamper the day-to-day operations of the SDO Unit/District/School. *The draft Special Order duly conformed with by the concerned personnel designated as OIC must be approved by the Schools Division Superintendent before the travel of the head of unit.*

To facilitate on time submission and approval of the Travel Authority Form and required attachments, the form **may** be submitted through the respective links provided below especially if they cannot be submitted in person:

- **FOR SDO PERSONNEL and SCHOOL HEAD:**  
<https://bit.ly/OLTRACKINGTRAVELORDER1> or the QR code below.





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In the SDO proper, the Functional Division Chiefs (CID and SGOD), AO V for Administrative Division, AO V for Budget, Accountant III, Legal Officer and ITO shall appear as the requesting employee for their respective units and shall facilitate the submission of the form to the ASDS Office. School Heads must submit their forms directly to the ASDS Office using provided link/QR code or in person.

After processing at the Office of the ASDS Office, the ASDS Staff shall facilitate the submission of the form to the SDS Office.

A copy of the approved Travel Authority for Official Travel will be released through the Records Section for all personnel. However, for the PSDS and School Heads, an advance soft copy will be emailed to their official DepEd email address by the SDS Office Staff.

• **FOR TEACHING AND NON-TEACHING PERSONNEL TRAVELLING TO DESTINATION OUTSIDE THE DIVISION**

The Travel Authority for Official Travel Form shall be signed by the employee, recommended by the School Head and approved by the Schools Division Superintendent. The duly accomplished Travel Authority for official travel may be sent directly to the Office of the SDS through the link or QR Code: <https://bit.ly/OLTRACKINGLOCSLIPTRAVELORDER2>



The advance copy of approved Travel Authority for Official Travel will be emailed to the official DepEd email address of the School Head by the SDS Office Staff. Thereafter, the hardcopy of the approved Travel Authority for Official Travel will be released through the Records Section.

**B. LOCATOR SLIP**

**(Used for official travel during office hours within a day, for an entire day, or for a period not exceeding one day)**

The official or employee concerned shall accomplish and submit to the Approving Authority the accomplished Locator Slip **at least two (2) working days prior to the scheduled departure** *except in case of urgent matters at the discretion of the Head of Office or his/her authorized*



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representative. The standard form provided in Annex E of DepED Order No. 43, s. 2022 shall be used and submitted with the following supporting documents

- Signed Memorandum, Letter, Order, Invitation or other communication relevant to the DepEd or non-DepEd activity/ event indicating that the requesting official or employee is being invited as a participant, guest, resource person, lecturer, or visitor, *if applicable*.
- Approved Activity Request (AR)/Authority to Conduct (ATC) *if applicable*
- Proof of Source of Funds to signify that funds are earmarked for the travel expenses to be incurred;
- Written justification.

The authorized signatories for the Locator Slips are as follows:

Office/Position	Head of Office / Authorized Representative
<b>SDO PROPER</b>	
ASDS	SDS
Division Chief and Below	SDS
<b>SCHOOL</b>	
School Heads	ASDS
Teaching Personnel and Non-Teaching Personnel	School Head

**To facilitate on time submission and approval of Locator Slips of the School Heads, the accomplished Locator Slip and required attachments may be submitted through the link/QR code: <https://bit.ly/OLTRACKINGLOCSLIP>**



An advance copy of approved Locator Slip will be emailed to the official DepEd email address of the PSDS, School Head while the hard copy will be released through the Records Section.



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4. Program owners or Head of Unit/functional division are expected to notify the participants of conference, seminar, training, meeting, or workshop through memo/notice at least ten (10) days in advance, *except for urgent matters*, in order to facilitate the processing and approval of their Travel Authority for Official Travel or Locator Slip.
5. Loafing is strictly prohibited. Any employee leaving his/her permanent station, office or workplace during the prescribed government working hours without an approved Travel Authority for Official Travel or Locator Slip shall be considered *Loafing during office hours* and shall be subject to appropriate disciplinary action *if warranted*.
6. If an employee does not report to his assigned workplace or office and travels without an approved Travel Authority for Official Travel or Locator Slip, he will be considered **absent**. However, if an employee reports to his assigned workplace or office and then travels on the same day without an approved travel order or Locator Slip, he will be considered **undertime**.
7. It should be noted that Section 58 (a) 17 of DepEd Order No. 49 s 2006 otherwise know as the "Revised Rules of Procedure of the Department of Education in Administrative Cases" classifies frequent unauthorized absences, or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours as a grave offense, punishable by *suspension* for six (6) months and one (1) day to one (1) year for the *first offense*, and *dismissal* for the *second offense*.
9. Strict compliance to this memorandum to take effect immediately, is desired.

  
**SOCORRO V. DELA ROSA CESO V**  
Schools Division Superintendent

References:  
As stated

Enclosures:

- A – Travel Authority for Official Travel Form  
(As provided in DepEd Order No. 43, s. 2022 – Annex A)
- B – Locator Slip Form  
(As provided in DepEd Order No. 43, s. 2022 – Annex E)

