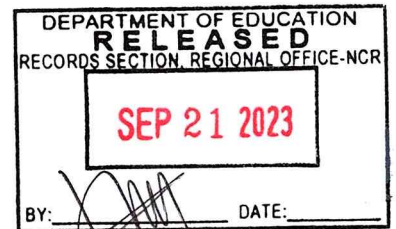




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



Regional Memorandum

No. ORD-2023- 924

September 11, 2023

To : Schools Division Superintendents

REQUEST FOR FOREIGN TRAVEL AUTHORITY

1. It is observed that there are different templates and documents being used or attached in applications for foreign travel authority. For uniformity and to eliminate unnecessary documents, **only** the following required documents pursuant to DepEd Order No. 43, s. 2022 shall be submitted to this Office:

A. OFFICIAL TRAVEL – trips of government officials and employees pursuant to legitimate government functions or interest.

DepEd Order No. 43, s. 2022 as amended by DepEd Order No. 46, s. 2022 does not distinguish whether official business or official time. Thus, regardless of its nature, the requirements are the same.

1. Documentary Requirements :

- a) Request letter;
- b) Travel Authority for Official Travel Form (*Annex A* of DepEd Order No. 43, s. 2022);
- c) Signed Invitation addressed to the requesting party from a foreign host;
- d) Approved Activity Request and Work and Financial Plan indicating that funds are earmarked for the travel expenses to be incurred;
- e) Itinerary of Travel;
- f) Written justification addressed to the Approving Authority and noted by the Recommending Authority, explaining how the trip satisfies the minimum conditions as enumerated below, and why alternatives to travel such as teleconferencing and videoconferencing is not sufficient.

For **Teaching Personnel**, if the travel is to be undertaken during school days, the written justification shall also explain-

- i) Why the travel has to be undertaken during school days;
- ii) What the expected benefit are from the travel;
- iii) How the expected benefits can compensate for the loss in instructional or supervisory time.





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- g) Certification of No Pending Case;
- h) If applying for cash advance, a certification from the Accounting Section that the previous cash advance has been liquidated;
- i) For Division Chiefs and higher, a draft Special Order designating an Officer-in-Charge, if applicable, so as not to hamper the day-to-day operations in the office.

2. Minimum Conditions for Official Foreign Travel:

- a) The trip is highly relevant to basic education, and in the case of foreign official travels, the trip is for the purpose of complying with an international commitment/contractual obligation;
- b) The trip is essential to the effective performance of an official or employee's mandate or functions;
- c) The projected expenses for the trip are not excessive or involve minimum expenditure;
- d) 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;
- e) The absence of the official or employee from the Permanent Official Station will not hamper the operational efficiency of his office; and
- f) The expenses to be incurred in the trip is included in the approved Work and Financial Plan of the office or unit concerned.

3. Prohibitions and Conditions. As stated in the DepEd Order, all DepEd-NCR personnel are advised of the following conditions and prohibited travel:

- a) All forms of travel junkets are strictly prohibited.
- 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, by private individuals or entities, including suppliers and contractors, with pending request/s or application/s or future dealings with any schools, SDOs or office of the DepEd.
- d) In case of trips involving delegations, the number of participants shall be kept to the barest minimum and the role of each member in the delegation is clearly specified and justified in the travel application or proposal.





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- 4. Allowed Official Foreign Travel.** Per DepEd Order 43,s. 2022, only the following official foreign travel is allowed:
- International conferences or meetings to which the Philippine government has commitments.
 - Scholarships, fellowships, trainings and studies abroad which are grant-funded or undertaken at minimal cost.
 - Invitations for speaking engagements or receiving of awards from foreign government/institutions or international agencies/organizations as defined under international law upon endorsement to the DFA.
- 5. Prohibited Foreign Travel.** No official travel authority shall be issued to any official or employee –
- with pending administrative case;
 - due to retire within one (1) year from the date of travel;
 - with unliquidated cash advance and not cleared in his/her previous travel;
 - who has not yet complied with the reportorial requirements of any previous travel.
- 6. Reportorial Requirements.** Upon to the country, the travelling employee shall submit the reportorial requirements as enumerated under Par IV, A (6) of DepEd Order No. 43, s. 2022.
- B. PERSONAL TRAVEL** – private trips of officials or employees for a purely personal purpose and undertaken without cost to the government.
- 1. Requirements :**
- Request letter which shall also contain the manifestation, noted by his/her Head of Office, that his/her absence will not hamper the operational efficiency of the office;
 - Personal Travel Form (*Annex D of DepEd Order No. 43, s. 2022*)
 - Certification of No Pending Case;
 - Duly accomplished and approved Leave Form
 - Clearance from Money and Property Accountabilities (if leave is for 30 or more days)
 - A draft Special Order designating an Officer-in-Charge, if applicable, so as not to hamper the day-to-day operations in the office (For Division Chiefs and higher)





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2. Conditions:

- a) Authorization for personal travel shall only be granted upon determination that the absence of the requesting official/employee will not hamper the operation efficiency of his/her office.
- b) Scholarships/trainings and related activities sourced and pursued by officials/employees in their personal capacity should be brought to the attention of the immediate supervisor or head of the office before application for authority to travel.
- c) If the travel is for a period of three (3) days or less, no need to secure for travel authorization.

3. Approving Authorities and Timelines

Pursuant to DepEd Order No. 46,s . 2022, request for foreign travel shall be submitted to the following Approving Authorities within the prescribed period:

| <i>Type of Travel</i> | <i>Approving Authority</i> | <i>Timelines</i> |
|-----------------------|---|---|
| Official Travel | Undersecretary for Governance and Field Operations | Submission to the recommending authority (Regional Office) - at least 35 days before departure To Central Office – at least 30 days before departure |
| Personal Travel | Regional Director Undersecretary for Human Resource and Organizational Development – for RD, ARD and ASDS travel | Submission to the Regional Office - at least 10 days before the departure date |





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2. For more information relative to foreign and local travel, the field is advised to access the Guidelines under DepEd Order No. 043 as amended by DepEd Order No. 046, s. 2022.
3. For information and strict compliance.

WILFREDO E. CABRAL, CESO III
Regional Director

