



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

NOV 27 2025

No. 680, s. 2025

**APPROVAL OF TRAVEL AUTHORITIES FOR PERSONAL AND OFFICIAL
TRAVEL OF THIRD LEVEL OFFICIALS IN DEPED CENTRAL OFFICE**

TO: Schools Division Superintendents
All Other Concerned

1. Attached is the Unnumbered Memorandum dated November 26, 2025 re: "Approval of Travel Authorities for Personal and Official Travel of Third Level Officials in DepEd Central Office, which is self-explanatory.
2. Attention is particularly invited to Paragraph 1, Annex A and Annex B of the said Memorandum.
3. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
POLICY
REQUESTS
TRAVEL

ASD/PS/AGS/REGIONAL MEMO -Dessimination-Unnumbered Memorandum-Travel Authorities for Personal or Official Travel-3rd Level-Endorsement



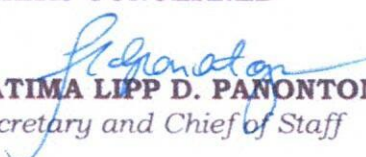
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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU/SERVICE DIRECTORS
ALL OTHERS CONCERNED

FROM :  **Atty. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff

SUBJECT : **APPROVAL OF TRAVEL AUTHORITIES FOR PERSONAL AND OFFICIAL TRAVEL OF THIRD LEVEL OFFICIALS IN DEPED CENTRAL OFFICE**

DATE : 26 November 2025



In compliance with the relevant provisions of DepEd Order No. 43, s. 2022, also known as the *Omnibus Travel Guidelines for All Personnel of the Department of Education* and its amendment under DepEd Order No. 46, s. 2022, **all third level officials** (Undersecretaries, Assistant Secretaries, Directors) in the DepEd Central Office **requesting approval for travel authorities (TAs)**, whether for personal or official trips, **must first secure the endorsement from the Office of the Secretary through the Chief of Staff** for approval of the Undersecretary for Senior Personnel Oversight for foreign travel and Executive Committee (ExeCom) lead for local travel.

Aside from the requirements stipulated under DO 43, s. 2022, the following are the required documents for submission:

No.	Official Foreign Travel	Personal Foreign Travel
1	Accomplished Travel Authority for Official Travel Form (Annex A)	Accomplished Travel Authority for Personal Travel Form (Annex B)
2	Signed Invitation Letter / Official Communication w/ Itinerary of Travel - <i>from the hosting organization or partner institution</i>	Accomplished Leave Application Form (CSC Form No. 6)
3	Written Manifestation - <i>confirms that absence will not hamper operational efficiency and proposed designation of OIC/caretaker</i>	
4	List of Pending Deliverables with corresponding timelines (Annex C)	
5	Certificate of No Pending Case - <i>for foreign travel</i>	
6	Approved Activity Request (AR) / Authority to Conduct (ATC) or proof of source of funds	

Please be reminded that all trips of third-level officials require an approved TA. Otherwise, their absences may be treated as Absence Without Official Leave (AWOL) and may be deducted from their salary.

For strict compliance.

ANNEX A



**Republic of the Philippines
Department of Education**

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel <i>(must be supported by attachments)</i>	
Host of Activity	
Inclusive Dates	
Destination	
Fund Source	
I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.	
_____ Name and Signature of Requesting Employee	_____ Date
This is to conform to my proposed designation as Officer-In-Charge to temporary discharge the duties and responsibilities of the official above in view of his/her official travel.	
_____ Name and Signature of Official/Employee <i>(to be designated OIC)</i>	_____ Date
This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.	
_____ Name and Signature of Recommending Authority (ExeCom Lead)	_____ Date
Endorsement from the Office of the Secretary:	
Atty. FATIMA LIPP D. PANONTONGAN Undersecretary and Chief of Staff	_____ Date
APPROVED:	
Atty. PETER IRVING C. CORVERA Undersecretary for Senior Personnel Oversight	_____ Date

ANNEX B (Annex D in DO 43, s. 2022)



**Republic of the Philippines
Department of Education**

TRAVEL AUTHORITY FOR PERSONAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Inclusive Dates	
Destination	
I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.	
Name and Signature of Requesting Employee	Date
This is to conform to my proposed designation as Officer-In-Charge to temporary discharge the duties and responsibilities of the official above in view of his/her official travel.	
Name and Signature of Official/Employee (to be designated OIC)	Date
Endorsement from the Office of the Secretary:	
Atty. FATIMA LIPP D. PANONTONGAN Undersecretary and Chief of Staff	Date
APPROVED	
Name and Signature of Approving Authority (ExeCom Lead)	Date

ANNEX C

List of Deliverables

No.	List of Deliverables	Timeline
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**Include additional rows if necessary*