



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



September 10, 2021

Division Memorandum No. 408 s. 2021

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
School Heads
Concerned Personnel

From: 
CHERRY MAE L. LIMBACO-REYES PhD., CESO V
Schools Division Superintendent

Subject: **REITERATION ON GUIDELINES FOR REQUEST OF AUTHORITY TO TRAVEL ABROAD FOR TEACHING PERSONNEL AND SCHOOL HEADS SPECIFICALLY PARTICIPATION IN THE TEACHER EXCHANGE PROGRAM IN THE UNITED STATES OF AMERICA**

Date: September 10, 2021

1. Due to frequent and several requests for Authority To Travel Abroad from teaching personnel and school heads in the Division of Cagayan de Oro City specifically participation in the Teacher Exchange Program in the United States of America, the Central Office under the Office of the Undersecretary for Planning, Human Resource and Organizational Development has issued its stand through an endorsement to the Regional Office.
2. That the Central Office, upon review and evaluation of said requests, has concluded the following key points, to wit:
 - a) That the purpose of the travel of some teaching personnel are not for personal/vacation leave but for a temporary employment with annual compensation in various schools in the U.S.A. and for a minimum period of one (1) year up to five (5) years which entails a long period of practice of profession.
 - b) That, there was no authority to practice profession issued to them pursuant to Item IV (D.2) of the Enclosure to DepEd Order No. 002 s. 2021 and the Agreement is neither sanctioned by DepEd as the agreement has been entered into by the organizer and the teacher-participant in their private capacity.
 - c) That, Republic Act 6713 (section 7 (b), Rule XII of Civil Service Commission No. 1701009 and Rule X of the Code of Conduct and Ethical Standards for Public Officials and Employees (section 1 (c)) – uniformly prohibits public officials to engage in outside employment and other activities related thereto or in the private practice of their profession without an authority to practice and if



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said practice will impair in any way their efficacy or will pose a conflict or tend to conflict with their official functions.

- d) That, as per DECS Order No. 50 s. 1989, states, " all applications for leave of absence where the purpose or reason for such leave is for employment in private or other government offices, either inside or outside the country, will no longer be allowed".
3. The above mentioned issuances and guidelines shall strictly be implemented and any requests of the same circumstances shall not be processed by the Division Office.
 4. For immediate dissemination and compliance.