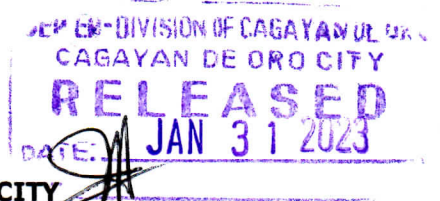




Republic of the Philippines
Department of Education

REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

31 January 2023

DIVISION MEMORANDUM

No. 33 s.2023

REMINDERS ON THE ISSUANCE OF TRAVEL ORDERS FOR
CERTIFICATE OF APPEARANCE REQUESTS IN PRC

TO: Chiefs, CID and SGOD
Division Personnel
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In accordance to DepEd Order (DO) No. 46 s. 2022 on the **Amended Omnibus Travel Guidelines for all Personnel of the Department of Education**: division and school personnel are hereby required to use the standard format and templates for Authority to Travel/Travel Order and Locator Slips when requesting Certificates of Appearance (CA) at the Professional Regulations Commission (PRC) Regional Office.

2. The following requirements are needed for the request of Certificates of Appearance:

a. **COMPUTERIZED** Authority to Travel / Travel Order with **CONTROL NUMBER** (printed on the issued CA) **DULY SIGNED** by the designated Approving Authority and indicating at least the following information:

- Complete names of the professionals
- Name of Office/Station and Address
- Purpose/s of the visit to the PRC Office

b. Valid PRC License Card of Company ID

3. Late submission of Travel Orders shall not be honored by the PRC.

4. Attached in this memo is the letter from PRC CDO Regional Officer and the prescribed templates for Travel Orders and Locator Slips which can be downloaded in the DepEd CDO Website.

5. Immediate dissemination to this Memorandum is desired.

CHERRY MAE L. LIMBACO - REYES
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

Encl.:

PRC CDO Regional Office Letter
Authority to Travel Template
Locator Slip Template

Reference:

DO No. 46 s. 2022 – Amended Omnibus Travel Guidelines for all Personnel of
the Department of Education

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

FORMS
REQUIREMENTS

MDT / DM - reminders on the issuance of travel orders for certificate of appearance requests in PRC
January 31, 2023



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No: _____

Republic of the Philippines
Department of Education

REGION X
SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel (must be supported by attachment)	
Host of Activity	
Inclusive Dates	
Destination	
Fund Source	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i> _____ Name and Signature of Requesting Employee _____ Date	
<i>This is to certify that the trip of the requesting employee satisfies all minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i> _____ Name and Signature of Recommending Authority _____ Date	
APPROVED _____ Name and Signature of Approving Authority _____ Date	



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

LOCATOR SLIP

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel (must be supported By attachments)	
Please Check	☐ Official Business ☐ Official Time
Date and Time	
Destination	
Signature of Requesting Employee	Signature of Head of Office

CERTIFICATION

To the concerned:

This is to certify that the above-named Deped official/personnel has visited
Or appeared in this Office/place for the purpose and during the date and time
stated above.

Name and Signature: _____
Position/Designation: _____
Office : _____



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