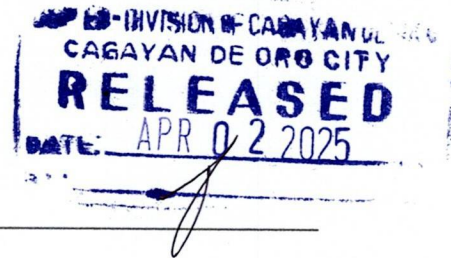




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

28 March 2025

DIVISION MEMORANDUM

No. 303 s.2025

REITERATION ON GUIDELINES FOR REQUEST OF AUTHORITY TO TRAVEL

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD

All Curriculum Implementation Division Personnel

All School Governance and Operations Division Personnel

All Office of the Schools Division Superintendent Personnel

All Elementary and Secondary Public School Heads and Principals

All Others Concerned

1. In compliance with DepEd Order No. 043, s. 2022 dated October 10, 2022 entitled OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION and Regional Memorandum 642, s. 2022 entitled COMPLIANCE TO THE OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION, all Teaching and Non-teaching personnel in this Division are directed to comply and be guided by the requirements, forms and guidelines stated therein.
2. Process Flow for **Official Foreign Travel Authority Requests**
 - All requesting personnel must submit ALL the documentary requirements to the Division Office at least 35 days before departure.
 - Released and endorsed by the Division Office to the Regional Office at least 30 days before departure.
 - Received by the Regional Office at least 15 days before departure.
 - If approved, released by the Regional Office, through the Records Division, at least 10 days before departure.
3. Use the link below for the guidelines and downloadable forms.

tiny.cc/TravelAuthorityCDO
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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5. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 043, s. 2022
To be indicated in the Perpetual Index
under the following subjects:

DM005-OSDS-AVT / TRAVELAUTHORITYFORMS



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