



April 24, 2018

DIVISION MEMORANDUM
NO. 120, s. 2018

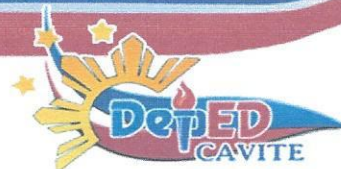
GUIDELINES IN THE ISSUANCE OF TRAVEL ORDER

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

1. In its continuous pursuit to sustain the quality management system of DepEd Cavite, this Office reiterates the following **guidelines in the issuance of travel order for all Division Office and school-based personnel**, as stipulated in the Division's Administrative Support procedure manual.
2. The Issuance of Travel Orders procedure aims to "ensure that all meetings, trainings, and similar functions (to be) attended and participated in by personnel including school level personnel are official."
3. The following are the Division Office personnel responsible for the processing and issuance of travel orders:
 - a. **Administrative aide** stationed at the **Records Office** receives and verifies the accomplished Travel Order Request Form and the attached necessary documents. He/ she also releases the approved travel orders. **Administrative aide at the OSDS** routes the verified documents to the responsible signatories and action unit.
 - b. The **Schools Division Superintendent (SDS)** approves the requests and signs the travel order of all Division Office personnel, school heads, teachers-in-charge, and officers-in-charge within CALABARZON. In the absence of the SDS, the designated Officer-in-Charge may approve and sign the travel orders.
 - c. The **Assistant SDS** approves the requests and signs the travel order of all school-based teaching personnel and non-teaching personnel and ALS mobile teachers within CALABARZON.
 - d. The **Division Accountant or School Bookkeepers for Implementing Units (IUs)** signs the funds available if the requester's travel is outside CALABARZON.
 - e. The **Curriculum Implementation Division (CID) chief** signs and approves travel orders of all Education Program Supervisors, ALS Education Program Specialists and Public Schools District Supervisors for monitoring purposes only.
4. All Travel Orders should be personally requested at the Records Unit with the attached pertinent documents **at least a day before the date of travel within CALABARZON** and **at least two weeks before the date of travel outside CALABARZON**.



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



5. The pertinent form and documents needed for the processing of Travel Order are as follows:

- a. For school-based teaching and non-teaching personnel
 - Travel Order Request Form
 - Memorandum, Advisory, or Letter of Invitation regarding the activity
 - Indorsement from the Principal*
- b. For school heads
 - Travel Order Request Form
 - Memorandum, Advisory, or Letter of Invitation regarding the activity
 - Indorsement from the Public Schools District Supervisor*
- c. For Division Office personnel**
 - Travel Order Request Form
 - Memorandum, Advisory, or Letter of Invitation regarding the activity

**If invitation is from a higher office (e.g. Central and Regional Office) and a memorandum including the name of the personnel involved is issued, there is no need for an indorsement. If the Division Office initiated an event, the responsible unit may request for the travel order of all school-based personnel involved.*

***EPSs, EPS – ALS, and PSDSs and other Division Office personnel requesting travel order **for monitoring purposes only** shall accomplish and submit the Travel Order Request Form at the Records Office.*

****For urgent invitations and short notices, the requesting party shall also secure and submit a **justification letter** addressed to the SDS.*

6. Antedated requests and requests with incomplete details and requirements are not allowed.

7. Immediate and widest dissemination of this Memorandum is desired.


CHERRYLOU D. DE MESA
Schools Division Superintendent

/mmm