



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

October 27, 2022





DIVISION MEMORANDUM
NO. 478, s. 2022

TO: Assistant Schools Division Superintendents
Chief, CID and SGOD
Unit and Section Heads
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
All concerned

**OMNIBUS LOCAL TRAVEL GUIDELINES FOR ALL PERSONNEL
OF DEPARTMENT OF EDUCATION**

1. In reference to DepEd Order No. 43 s. 2022 titled Omnibus Travel Guidelines for All Personnel of the Department of Education and DepEd Order No. 46 s. 2022 titled Amendments to DepEd Order No. 43 s. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education), Personnel of DepEd Cavite Province are hereby reminded of the process and prescribed requirements for all local travel of DepEd personnel whether official/personal.
2. All personnel must accomplish an Authority to Travel or locator slip, whichever is applicable, for their travel.
3. To further understand this Division Memorandum, these terms are defined as follows:
 - a) **Locator Slip** refers to a written authority granted by the Head of Office or their authorized representative, allowing an official or employee of the DepEd to travel and attend activities/events/errands or perform an assigned task that would requirement them to be outside of their permanent station or workplace during office hours within a day, for an entire day, or for a period not exceeding one day.
 - b) **Permanent Official Station** refers to the place where the office of regular place of business/work of an official or employee is permanently located and where the official or employee is expected to stay most of the time as required by the nature and the duties and responsibilities of the position of such official or employee.
 - c) **Requesting Employee** refers to employee or employees who will travel.



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d) **Official Local Travel Authority** refers to a written authorization issued by the Approving Authority for a subordinate official or employee to proceed to a specific place or location outside of their permanent official station for a period of more than one day to perform a given task or assignment.

4. Both the Travel Authority and Locator Slip may be used for reimbursement of actual transportation expense. In no case shall locator slip be used for personal business.

5. All Travel Authority for Official and Personal Travels shall be submitted at the Records Unit with the attached pertinent documents **not less than five (5) working days before the scheduled departure date**.

6. Listed below are the list of pertinent documents to be submitted in the Application and Approval of Local Travels:

For Local Official Travels

- Accomplished Travel Authority for Official Travel Form (Annex A of DO 43 s. 2022)
- Signed Memorandum, Letter, Order, Invitation or other communication relevant to the DepEd or non-DepEd activity/event indicating that the requesting official or employee is being invited as a participant, guest, resource person, lecturer or visitor;
- Approved Activity Request (AR)/ Authority to Conduct (ATC), or Proof of Source of Funds to signify that funds are earmarked for the travel expenses to be incurred;
- Itinerary of Travel; and
- Written justification as required in paragraph IV.A.2 of DepEd Order 43 s. 2022.





For Local Personal Travels

- Accomplished Travel Authority for Personal Travel Form (Annex D of DO 43 s. 2022)
- Written manifestation, noted by the Head of Office, that the absence will not hamper the operational efficiency of the office; and
- Certificate of No Pending Case.

**** For Official/Personal Travel of Division Chiefs and higher, a draft Special Order designating an Office-in-Charge, if applicable, so as not to hamper the day-to-day operations of the office shall also be submitted.**

7. In case that the request for Authority to Travel contains several personnel/employees, a representative from the Requesting Employee may sign in behalf of all Requesting Employees in the signatory part of the Travel Authority.



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8. Moreover, listed below are the respective recommending and approving authorities for each position in the Schools Division Office and Schools:





For Local Official Travels

Office/ Position	Recommending Authority	Approving Authority
Division Office		
Schools Division Superintendent	None	RD (for destinations outside the Division only)
Assistant Schools Division Superintendent	SDS (for destinations outside the Division only)	RD (for destinations outside the Division only)
	None (for destination within the Division)	SDS (for destinations within the Division)
Division Chief, and below, including Public Schools District Supervisor (PSDS)	Assistant Schools Division Superintendent	Schools Division Superintendent
Schools		
School Head	Assistant Schools Division Superintendent	Schools Division Superintendent
Teaching personnel and non-teaching personnel	None (for destinations within the Division)	School Head (for destinations within the Division)
	School head (for destinations outside the Division)	Schools Division Superintendent (for destinations outside the Division)

For Local Personal Travels

Office/ Position	Approving Authority
Division Office	
Schools Division Superintendent	Regional Director
Assistant Schools Division Superintendent	Schools Division Superintendent
Division Chief	Schools Division Superintendent
Below Division Chief including Public Schools District Supervisor	Division Chief
Schools	



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School Head	Schools Division Superintendent
Teaching and non-teaching personnel	School Head

9. Soft copy of Travel Authority for Official Travel (Annex A of DO 43 s. 2022), Travel Authority for Personal Travel (Annex D of DO 43 s. 2022), and Locator Slip (Annex E of DO 43 s. 2022) can be downloaded at depedcavite.com.ph under Resources tab > Forms > OSDS > OSDS Forms.

10. Antedated requests, request with wrong Travel Authority format, and requests with incomplete details and requirements are not allowed.





11. For inquiries and clarification, you may email deped.cavite@deped.gov.ph or call (046) 419-1286.

12. Immediate and widest dissemination of this Memorandum is hereby directed.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

MPA/ DM No. 478, s. 2022
BU-34599/ 10/26/2022



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No.: _____

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TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	
Position/ Designation	
Permanent Station	
Purpose of Travel (must be supported by attachments)	
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 the minimum conditions for authorized official travel and that alternative to travel are insufficient for purpose stated herein.</i>	
_____ Name and Signature of Recommending Authority	_____ Date
APPROVED	
_____ Name and Signature of Approving Authority	_____ Date



No.: _____

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TRAVEL AUTHORITY FOR PERSONAL TRAVEL

NAME	
Position/ Designation	
Permanent Station	
Inclusive Dates	
Destination	
<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
APPROVED	
_____	_____
Name and Signature of Approving Authority	Date



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LOCATOR SLIP

NAME		
Position/ Designation		
Permanent Station		
Purpose of Travel (must be supported by attachments)		
Please Check	<input type="checkbox"/> Official Business	<input type="checkbox"/> Official Time
Date and Time		
Destination		
_____ Signature of Requesting Employee	_____ Signature of Head of Office	