



5. Issuance of Foreign Travel Authority

Travel Authority (TA) refers to an Order in writing issued by the approving authority allowing an official or employee to proceed to a specific place or location (the regular place of work and where the official/employee is expected to stay most of the time as required by the nature, duties and responsibilities of the position) outside of their permanent official station for a specific period of time to perform a given assignment or accomplish a personal purpose.

Based on the *Omnibus Travel Guidelines for All Personnel of the Department of Education* (DepEd Orders No. 043 and 046, s. 2022) DepEd officials or employees may request TA for either of the following:

- Official Travel – trips pursuant to a legitimate function or interest. These may either be official business (where transportation, miscellaneous, and daily travel expenses aside from salaries and benefits, are incurred and funded by the Department) or official time (where no government expenses are incurred/spent aside from the payment of salaries/benefits).
- Personal Travel – private trips for personal purpose and undertaken without cost to the government.

Official or Personal Travel may be further categorized into **foreign** (trips outside the Philippines) or local (trips outside the permanent official station).

The minimum conditions for a trip to be considered official travel are the following:

- a. Highly relevant to basic education; for foreign official travel, must be in compliance with an international commitment/contractual obligation.
- b. Essential to the effective performance of official/employee mandate of functions.
- c. Projected expenses involve minimum expenditure or are not excessive.
- d. Presence is critical to the outcome of the activity to be undertaken.
- e. Absence from the permanent official station will not hamper the operational efficiency of the office.
- f. Expenses to be incurred is included on the approved Work and Financial Plan of the office/unit concerned.

5.1 Issuance of Foreign Official Travel Authority

DepEd officials and employees may apply for travel authority for the these foreign official travels:

- a. International conferences/meetings to which the Philippine government has commitments or to undertake official missions/assignments which cannot be assigned to government officials posted abroad;
- b. Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost; and
- c. Invitations for speaking engagements or receiving of awards from foreign governments/institutions or international agencies/organizations as defined under international law, whether fully or partially funded by the government, upon endorsement to the Department of Foreign Affairs.

Note that travel authority shall not be issued for the following officials and employees:

- a. With pending administrative case;
- b. Will retire within one year from the date of the foreign official travel;
- c. Whose previous travel has not been liquidated and cleared;
- d. Who has not yet complied with reporting requirement/s for any previous travel.



Office or Division:	Office of the Regional Director (ORD)
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	DepEd officials and employees meeting the conditions for foreign personal travel as stated on DOs 043 and 046, s. 2022, specifically <ul style="list-style-type: none"> Schools Division Superintendents (SDS), Assistant Schools Division Superintendents (ASDS), Assistant Regional Directors (ARD) Division Chiefs and below in Regional Offices (RO)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
9. One (1) original copy of filled out Travel Authority for Official Travel Form with supporting documents (see below)	Annex A, DO 043, s. 2022 https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf
10. One (1) original copy of the signed invitation addressed to the requesting party	Inviting foreign government/institution or international agency/organization
11. One (1) original copy of Itinerary of Travel	
12. One (1) original copy of Written justification, addressed to the Approving Authority, to be noted by the Recommending Authority ⁸ , explaining the minimum conditions for authorized official travel stated above and why alternatives to travel such as all forms of communication, (e.g. teleconferencing/ videoconferencing, submission of briefs/ position papers) are insufficient for the purpose.	Client
13. One (1) original Certificate of No Pending Case	Legal unit with jurisdiction over the client
14. One (1) copy of approved Completed Staff Work (CSW)	International Cooperation Office / Client
15. One (1) copy of Estimated Travel Cost	
16. One (1) copy of Work and Financial Plan	Client's office
Optional requirements:	
- If applying for Cash Advance (CA): Original certification that previous CA has been liquidated	Accounting unit with jurisdiction over the client
- For Teachers in the Exchange Visitor Program of the US Government: d. TA signed by the Secretary e. Clearance Certificate f. Copy of the Registration Sticker	Office of the Secretary Regional Office Commission on Filipino Overseas
- For Division Chiefs and higher, a draft Office Order (SO) designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office	Signing authority for OO designated by the Secretary

⁸ Refer to the Table of Recommending and Approving Authorities for Foreign Travel based on DO 046, s. 2022.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit complete requirements to the Regional Office	1.1 Check the documents received, process for release to the Personnel Section	None	10 minutes	Admin Aide, Records Section
	1.2 Receive documents and prepare TA for signature	None	5 minutes	Admin Assistant, Personnel
	1.3 Check documents for completeness and accuracy	None	3 hours	Admin Officer, Personnel Section
	1.4 Countersign Form and TA and forward documents	None	15 minutes	CAO, Personnel Section
	1.5 Review and sign the Form and TA	None	4 hours	RD
	1.5 Return the documents to the Records Section	None	10 minutes	ORD
	1.5 Receive signed TA and other documents, forward to the Central Office	None	1 day	Admin Officer V, Records Section
	1.6 Receive and process request; return documents to ORD	None	5 days	Central Office
5. Receive requested document/s from the Records Section	2.1 Check documents received and process for release; release document/s to intended recipient.	None	20 minutes	Administrative Assistant / Officer, Records Division
6. Submit post-travel report addressed to the Office of the Secretary ⁹	3.1 Receive the post-travel report.	None	(One calendar month after returning to the permanent official station)	Administrative Assistant / Officer, Records Division
TOTAL		None	7 days	

⁹ For the format and specifics of the required post-travel report, refer to DO 043, s. 2022 at https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf.

Field Code Changed



5.2.2 Issuance of Foreign Personal Travel Authority

DepEd officials and employees may apply for travel authority (TA) for private trips purely for personal purpose and undertaken without cost to the government. However, foreign scholarships/trainings sourced and pursued in their personal capacity need to be brought to the attention of the immediate supervisor or head of office before applying for TA. Likewise, those who intend to study abroad may be required to comply with the required service obligation after the period of their leave.

Note that those who have pending administrative case/s, unliquidated / no clearance / non-compliance to reportorial requirement for any previous travel shall not be granted foreign personal TA.

Office or Division:	Bureau of Human Resource and Organizational Development- Personnel Division (BHROD-PD)		
Classification:	Simple		
Type of Transaction:	Government to Government (G2G)		
Who may avail:	DepEd officials and employees meeting the conditions for foreign personal travel as stated on DOs 043 and 046, s. 2022, specifically <ul style="list-style-type: none"> • Regional Directors • Requests recommended by the Office of the Regional Director (ORD) • Requests from the DepEd Central Office 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
5. One (1) original copy of filled out Travel Authority for Personal Travel Form with supporting documents (see below)		Annex D, DO 043, s. 2022 https://www.deped.gov.ph/wp-content/uploads/2022/10/DO_s2022_043-corrected-copy.pdf	
6. One (1) original copy of written manifestation, noted by the Head of Office, that absence will not hamper the operational efficiency of the office		Client	
7. Certificate of No Pending Case		Legal unit with jurisdiction over the client	
8. CSC Form No. 6, s. 2020 (Leave Form)		Civil Service Commission (CSC) / Personnel unit with jurisdiction over the client	
Optional requirements:			
- For CO Division Chiefs and higher, a draft Office Order (OO) designating an OIC, if applicable, so as not to hamper the day-to-day operations of the office		Signing authority for OO designated by the Secretary	
- For Study Leave (up to 6 months): Contract between the agency head or authorized representative and the employee concerned		Personnel unit with jurisdiction over the client	
- For leaves that exceed one month: CSC Form No. 7, s. 2017 (Clearance Form)		Civil Service Commission (CSC) / Personnel unit with jurisdiction over the client	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit complete requirements to the Records Division of DepEd CO c. Regional Directors d. ORD – for Schools Division Superintendents, Assistant Schools Division Superintendents, Assistant Regional Directors	1.1 Check the documents received, process for release to the Personnel Division (PD)	None	15 minutes	Administrative Assistant / Officer, Records Division
	1.2 Receive documents from Records Division, log on the database.	None	5 minutes	Administrative Assistant, PD
	1.3 Check documents for completeness and accuracy. If there is no discrepancy in the documents submitted, draft TA and forward to the applicable Approving Authority in DepEd CO. Otherwise, inform the client of discrepancies and wait for reply.	None	4 hours	Administrative Officer, PD
	1.4 Review and approve TA and return to PD.	None	4 days	Designated Approving Authority in DepEd CO
	1.5 Receive approved TA, update the status of the request on the database, and release documents to the Records Division.	None	15 minutes	Administrative Assistant / Officer, PD
4. Receive requested document/s from the Records Division	2.1 Check documents received and process for release; release TA to intended recipient.	None	25 minutes	Administrative Assistant / Officer, Records Division
TOTAL		None	5 days	