



A. Office of the Regional Director

1. 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:

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

1.1 Issuance of Foreign Official Travel Authority

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

- d. 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;
- e. Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost; and
- f. 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:

- e. With pending administrative case;
- f. Will retire within one year from the date of the foreign official travel;
- g. Whose previous travel has not been liquidated and cleared;
- h. 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
1. 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	
2. One (1) original copy of the signed invitation addressed to the requesting party	Inviting foreign government/institution or international agency/organization	
3. One (1) original copy of Itinerary of Travel		
4. One (1) original copy of Written justification, addressed to the Approving Authority, to be noted by the Recommending Authority ⁶ , 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	
5. One (1) original Certificate of No Pending Case	Legal unit with jurisdiction over the client	
6. One (1) copy of approved Completed Staff Work (CSW)	International Cooperation Office / Client	
7. One (1) copy of Estimated Travel Cost		
8. 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: a. TA signed by the Secretary b. Clearance Certificate c. 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	

⁶ 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
1. 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
2. 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
3. Submit post-travel report addressed to the Office of the Secretary ⁷	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	

1.2 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.

⁷ 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



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.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit complete requirements to the Regional Office a. SDS, ASDS, ARD b. OSDS – for Teaching and Non-Teaching Personnel in Schools, School Heads, and Division Chiefs and below and Public Schools District Supervisors in Schools Division Offices c. ARD – for RO Division Chief and below	1.1 Receive the documents and log on the database	None	10 minutes	Admin Aide, Records Section	
	1.2 Check documents for completeness and accuracy.	None	2 hours	Admin Assistant, Personnel Section	
	If there is no discrepancy in the documents submitted, forward to the Legal Unit. Otherwise, inform the client of discrepancies and wait for reply.				
	1.3 Check if client has pending case, sign clearance as applicable, and return to Personnel	None	2 hours	Attorney IV, Legal Unit	
	1.4 Receive documents and prepare TA for signature	None	1 hour	Admin Assistant, Personnel Section	
	1.5 Review documents for signature	None	2 hours	Admin Officer V / SAO, Personnel	
	1.6 Countersign Form and TA and forward documents	None	15 minutes	CAO, Personnel Section	
	1.7 Review and sign the Form and TA	None	1 day	RD	
	1.8 Return the documents to the Records Section	None	10 minutes	ORD	
	*For requests from the SDS, ASDS, and ARD: Check documents and forward to Central Office	None	*3 days	Admin Officer V, Records Section	
	*Receive and process request; return documents to OSDS	None	*5 days	Central Office	
2. Receive requested document from the Records Section	2.1 Check documents received and process for release; release TA to intended recipient.	None	25 minutes	Admin Officer V, Records Section	
TOTAL		None	2 days / *10 days for SDS, ASDS, ARD		

Table of Recommending and Approving Authorities for Foreign (Official and Personal) Travel
based on DO 046, s. 2022

Level	Office/Position	Official Foreign Travel		Personal Foreign Travel	
		Recommending Authority	Approving Authority	Recommending Authority	Approving Authority
Central Office	Undersecretaries and Assistant Secretaries	None	Secretary or her duly designated executive official	None	Usec (Chief of Staff)
Central Office	Bureau/Service Director, Executive Director	Usec/ASec concerned (highest executive of the strand)	Usec (Chief of Staff)	None	Usec/ASec concerned (highest executive of the strand)
Central Office	Division Chief and below	Bureau/Service Director concerned	Usec/ASec concerned (highest executive of the strand)	Bureau/Service Director concerned	Usec/ASec concerned (highest executive of the strand)
Central Office	Offices/Units/Staff Complement - OSEC	OSEC Head Executive Assistant (HEA) or Director concerned	Usec (Chief of Staff)	OSEC HEA or Director concerned	Usec (Chief of Staff)
Central Office	Offices/Units/Staff Complement - Office of the Usec/ASec	None	Usec/ASec concerned	None	Usec/ASec concerned (highest executive of the strand)
Regional Office	Regional Director (RD)	Usec for Governance and Field Operations	Usec (Chief of Staff)	None	Usec - Human Resource and Organizational Development
Regional Office	Assistant Regional Director (ARD)	Usec for Governance and Field Operations	Usec (Chief of Staff)	RD	Usec - Human Resource and
Regional Office	Division Chief and below	RD	Usec for Governance and Field Operations	ARD	RD
Schools Division Office	Schools Division Superintendent (SDS)	RD	Usec for Governance and Field Operations	RD	Usec - Human Resource and Organizational Development
Schools Division	Assistant Schools Division	RD	Usec for Governance and Field Operations	RD	Usec - Human Resource and
Schools Division Office	Division Chief and below, including Public Schools District Supervisors (PSDS)	SDS	Usec for Governance and Field Operations	SDS	RD
School	School Head	SDS	Usec for Governance and Field Operations	SDS	RD
School	Teaching and Non-Teaching Personnel	SDS	Usec for Governance and Field Operations	SDS	RD