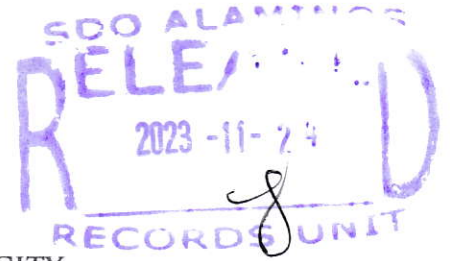




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023-563

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operations Division (SGOD)
All School Heads of Public Elementary and Secondary Schools
All Teaching and Non-Teaching Personnel
All Others Concerned

SUBJECT: **REMINDER ON TIMELY SUBMISSION OF REQUESTS FOR TRAVEL AUTHORITY**

FROM: Office of the Schools Division Superintendent

DATE: November 20, 2023

1. To streamline the process of obtaining Travel Authority for Official Travel, this Office reiterates the importance of filling a travel authority **before the date of official travel**.
2. Attachments as prescribed in DM-2023-207 titled "Guidelines for Submitting Travel Authority, Locator Slip, and Leave Application" remain in effect.
3. In this regard, please observe the timely submission of your request for Travel Authority.
4. For information, guidance, widest dissemination, and compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

With hundred reasons to serve!



Address: San Jose Drive, Poblacion, Alaminos City,
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Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent
DIVISION MEMORANDUM
DM-2023-207

TO : Asst. Schools Division Superintendent
Chief Education Supervisor -Curriculum Implementation Division
Chief Education Supervisor -Schools Governance Operation Division
School Heads of Public Schools

SUBJECT : **GUIDELINES IN SUBMITTING TRAVEL AUTHORITY, LOCATOR SLIP, AND APPLICATION FOR LEAVE**

FROM : Schools Division Superintendent

DATE : April 14, 2023

In compliance with the No Disruption of Classes Policy outlined in DepEd Order (DO) No. 009, s.2005, this memorandum provides guidelines for submitting a Travel Authority for Official Travel, Locator Slip, and Application for Leave which requires an attachment of Contingency Plan to ensure continuity of learning during the official business travel/absence from the classroom of the concerned Teacher. The guidelines are as follows:

1. School heads are highly encouraged to download and secure an offline copy of the template to ensure faster processing of requests.
2. The template for the Contingency Plan can be downloaded through this link: <http://bit.ly/ContingencyPlanTemplate>
3. School heads and concerned personnel must make sure that all necessary details required are provided and duly accomplished/signed before submitting same to the Division Office.
4. Teachers who will be traveling/attending official activities are required to prepare Detailed Lesson Plans/Logs (DLPs/DLL) and activities for the day/s to ensure that the Alternate/Substitute teacher whose name appears in the Contingency Plan can easily provide for a No Disruption of students' learning.
5. Requests for official travel and application for leave will be evaluated based on the relevance of the activity or absence to the school and likewise on its duration.

Attached is a sample template for your reference.

For information, guidance, wide dissemination and compliance.


VIVIAN LUZ S. PAGATPATAN, CESO VI

Officer-In-Charge

Schools Division Superintendent

With hundred reasons to serve!



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