



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DEPED-DIVISION OF SURIGAO DEL SUR
RELEASED
 DATE: April 27, 2026
 TIME: 9:15 AM
 SIGNATURE:

April 23, 2026

DIVISION MEMORANDUM

No. 148, s. 2026

**SUBMISSION OF DOCUMENTS FOR PROCESSING ON PERSONAL TRAVEL
 ABROAD OF DEPED PERSONNEL**

To: Assistant Schools Division Superintendent
 Public Schools District Supervisors/District In-Charge
 Elementary and Secondary School Heads
 All Others Concerned
 This Division

1. In reference to DepEd Order No. 43, s. 2022 and DepEd Order No. 46, s. 2022, and other existing policies and procedures governing the processing of personal travel abroad of all Department of Education of Surigao del Sur Division Personnel.
2. To ensure efficient and timely processing, the following guidelines shall be observed.
 - a. **Filing Period** – Personal Travel Abroad to the Division Office at least thirty (30) days or one (1) month prior to the intended dates of travel.
 - b. **Documentary Requirements**
 Concerned personnel/employee shall submit the following:
 - Endorsement from the SDO (1st school, 2nd district, 3rd division office)
 - Letter of Intent from Applicant
 - Complete Sign Division Clearance
 - Duly accomplished Form 6 (Application for Leave)
 - Certificate of No Pending Case
 - Copy of Signed Class Program (for teacher)
 - Certificate of Reliever (Signed by applicant reliever and immediate head)
 - Signed Recommendation for Substitute Form- for teacher (30days or more)
 If less 30 days- Certification of Teacher to take over the class.
 - Travel Authority
3. No DepEd official or employee shall be allowed to depart for any personal foreign travel, unless such official or employee has duly accomplished the requisite leave forms and has obtained travel authorization. Travel authorization shall only be granted by the Approving Authority.



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
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4. All applications shall undergo proper routing and shall be subject to review, evaluation, and approval by authorized officials in accordance with existing DepEd policies.
5. Head of Offices and School Heads are hereby reminded that the travel of personnel will not prejudice the delivery of basic education services and that appropriate arrangements are made during the absence of the personnel concerned.
6. For immediate and strict compliance.


LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: NONE

LAG//DM- SUBMISSION OF DOCUMENTS FOR PROCESSING ON PERSONAL TRAVEL ABROAD OF DEPED PERSONNEL

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