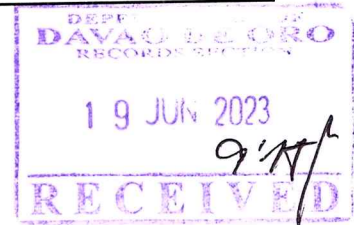




Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
 Superintendent



June 15, 2023

DIVISION MEMORANDUM
 No. 509, s. 2023

REITERATION OF SOME SPECIFIC PROVISIONS OF DEPED ORDER NO. 043 & 046, s-2022 OR THE OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION & DEPED ORDER NO. 001, s-2023 REVISED SIGNING AUTHORITIES & COA CIRCULAR 2012-001, REVISED DOCUMENTARY REQUIREMENT FOR GOVERNMENT TRANSACTIONS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, SGOD & CID
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary & Secondary School Principals/OICs
 All Others Concerned

1. This memorandum is being issued to clarify some specific provisions & remind all personnel regarding the procedure, approval & documentary attachments for efficient processing of the application of Travel Authority, reimbursement of travel claims & liquidation of travel cash advance.
2. Pursuant to DO 001, s-2023, The Revised Signing Authorities hereby state the following:

A. Approving Authority for Local Travel in the Division Office.

| Office / Position | Recommending Authority | Approving Authority |
|--|--|---|
| 1. SDS | None | RD (for destinations outside the Division only) |
| 2. ASDS | SDS (for destinations outside the Division only) | RD (for destinations outside the Division only) |
| | None (for destinations within the Division) | SDS (for destinations within the Division) |
| 3. Division Chief, and Below, including PSDS | ASDS | SDS |





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B. Approving Authority for Local Travel in Schools.

| Office / Position | Recommending Authority | Approving Authority |
|---|------------------------|---------------------|
| 1. School Head (SH) | ASDS | SDS |
| 2. Teaching Personnel, and Non-Teaching personnel (for destination within the Division) | None | SH |
| 3. Teaching Personnel, and Non-Teaching personnel (for destinations outside the Division) | SH | SDS |

C. The Approving Authority for Itinerary of Travel shall be the same signatories mentioned above in the Travel Authority. However, the Approving Authority for Itinerary of Travel for Secondary Schools Implementing Units is hereby delegated to the School Heads.

D. The Approving Authority for documentary attachments such as Certificate of Travel Completed, Certificate of Expense not Requiring Official Receipts, and Accomplishment Report shall be the Head of Office or his/her authorized representative.

3. As prescribed under COA Circular No. 2012-001 dated June 14, 2012, Revised Documentary Requirements for Common Government Transactions & DO 043 & 046, s-2022, stated below are the Checklists of Documentary attachments:

a. For Application of local travel for teachers which shall be submitted not less than five (5) working days before actual travel.

- Travel Authority for Official Travel form
- 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
- Written justification as required in paragraph IV.A.2 of the Department Order 43 to include explanation on
 - 1 Why the travel has to be undertaken during school days
 - 2 What the expected benefit are from the travel; and
 - 3 How the expected benefits can compensate for the loss in instructional or supervisory time.





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b. For Application of local travel for Non-teaching Personnel which shall be submitted not less than five (5) working days before the actual travel.

- Travel Authority for Official Travel form
- 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
- Written justification as required in paragraph IV.A.2 of the Department Order 43
- If applying for cash advance, a certification from the Accounting Division/Section/Unit concerned that the previous cash advance has been liquidated
- For Division Chiefs and higher, a draft Special Order designating an Officer-in-Charge, if applicable, so as not to hamper the day-to-day operations of the office.

c. For reimbursement and liquidation of travel cash advances

- Approved Travel Authority
- Certificate of Appearance/attendance
- 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.
- Accomplishment Report
- Copy of previously approved Itinerary of Travel
- Revised Itinerary of Travel, if the previously approved Itinerary was not followed.
- Written justification as required in paragraph IV.A.2 of this Department Order 43
- Certificate of Travel Completed
- Bus, Taxi Tickets, boarding pass & OR for Airplane fare
- Hotel room Official Receipt in the case of official travel to places within 50-kilometer radius
- OR for Registration fee for seminars, conventions & congress attended
- Certificate of expense not requiring receipts
- Liquidation Report & Official Receipt in case of refund of excess cash advance



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
 Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.depeddavaodeoro.ph

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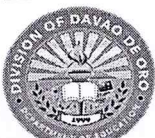
**Office of the Schools Division
Superintendent**

4. It is further clarified that Locator Slip shall be used for travel and attend activities/events/errands or perform an assigned task that would require him/her to be outside of his/her permanent station or workplace during office hours within a day, for an entire day, or for a period not exceeding one day.

The accomplished and signed Locator Slip shall serve as the authority to travel and may be used for reimbursement of actual transportation expenses only. For travel outside the Division, the Locator Slip shall be submitted not less than five (5) days for the signature of SDS.

5. Senior Bookkeepers are tasked to check and countersign the travel documents before submitting them to the Division office.
6. Immediate and wide dissemination of this order is desired.

CRISTY C. EPE
Schools Division Superintendent



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