Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

March 30, 2026

DIVISION MEMORANDUM
No. 229, s. 2026

REQUEST FOR FOREIGN TRAVEL AUTHORITY

To: Assistant Schools Division Superintendents
Division Chiefs
Division Unit Heads
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
Others Concerned

1. Pursuant to **DepEd Order No. 043, s. 2022**, titled *Omnibus Travel Guidelines for All Personnel of the Department of Education*, and **DepEd Order No. 046, s. 2022**, titled *Amendments to DepEd Order No. 043, s. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education)*, this Office hereby reiterates the policies, timelines, protocols, documentary requirements, and prescribed templates to be used in requesting **Foreign Travel Authority for Official Travel Abroad and Personal Travel Abroad (TA)**.

2. This Memorandum is issued to ensure uniformity in the processing of requests, eliminate the submission of unnecessary or inconsistent documents, and facilitate timely endorsement and action on applications for foreign travel authority, consistent with the existing guidelines.

3. All concerned are directed to strictly observe the following:

I. GENERAL PROTOCOLS

a) All requests for foreign travel authority shall be supported by the complete documentary requirements, properly arranged in the prescribed sequence, using only the templates and forms prescribed by this Office.
b) All requests from school-based personnel shall first undergo school-level pre-checking and assessment before submission to the Division Office. The school-level evaluator shall certify that the documents were pre-checked and initially found proper and in accordance with DepEd Order No. 043, s. 2022 and DepEd Order No. 046, s. 2022, subject to final evaluation by the Division Office. This school-level protocol is reflected in the personal and official travel templates and checklist prepared for Division use.

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c) Only requests with valid reasons shall be recommended for approval by this Office.

d) The prescribed timeline for submission, evaluation, recommendation, and approval of foreign official and personnel TA requests shall be as follows:

Stage	Responsible Office/Person	Prescribed Timeline
Submission	Applicant / Requesting Personnel	The request, with complete requirements, shall be submitted to the Division Office **at least 45 days before the departure date.**
Evaluation	School Level and/or Division Evaluator	Immediately upon receipt of the complete documentary requirements. The date stamped **"Received"** by the Records Unit shall be the basis for reckoning the prescribed timeline.
Recommendation	Schools Division Office / Recommending Authority (SDS)	Recommendation shall be issued after verification of completeness, compliance, and propriety of the request. The **Division evaluator** shall submit all documents for approval to the Regional Office through the Records Unit **at least 35 days** before the departure date.
Approval	Proper Approving Authority	Approval shall be secured within the period required under existing DepEd guidelines prior to the departure date.

e) **Requests with incomplete requirements, incorrect forms, unsigned certifications, lacking endorsements, or noncompliance with the prescribed timelines shall not be processed and shall be returned without action until the deficiencies are corrected.** Strict compliance with the

prescribed requirements and processing timelines is hereby emphasized to ensure the timely evaluation, recommendation, endorsement, and approval of requests for Foreign Travel Authority prior to the intended departure date.

f) **Booking of flights, payment of fees, or other travel-related arrangements made prior to the grant of the required travel authority shall be at the sole risk and account of the applicant and shall not be construed as a ground for approval of the request.**

g) Personal follow-ups on the status of requests for foreign Travel Authority (TA), once endorsed by the Schools Division Superintendent, are strictly prohibited.

II. SPECIFIC GUIDELINES ON FOREIGN OFFICIAL TRAVEL

No official foreign or local travel shall be authorized unless it satisfies the following minimum conditions:

a) The trip is highly relevant to basic education, and in the case of foreign official travels, the trip is for the purpose of complying with an international commitment/ contractual obligation;
b) The trip is essential to the effective performance of an official or employee's mandate or functions;
c) The projected expenses for the trip are not excessive or involve minimum expenditure;
d) The presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation, or any official activity to be undertaken;
e) The absence of the official or employee from the Permanent Official Station will not hamper the operational efficiency of his office; and
f) The expenses to be incurred in the trip are included in the approved Work and Financial Plan of the office or unit concerned.
g) Within one (1) month after returning to the official station from travel, the employee shall submit the reportorial requirements prescribed under Paragraph IV.A.6.a of DepEd Order No. 43, s. 2022.

In addition, only the following foreign travels may be allowed:

a) International conferences or meetings to which the Philippine government has commitments, or to undertake official missions or 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 to NGAs, including SUCs, GOCCs, GFIs, and LGUs; and

c) Invitations for speaking engagements or receiving 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 DFA

No travel authority shall be issued to:

a) Any official or employee who has a pending administrative case;
b) Any official or employee who is due to retire within one (1) year from the date of the foreign travel;
c) Any official or employee whose previous travel has not been liquidated and cleared; and
d) Any official or employee who has not yet complied with the reportorial requirement for any previous travel/s.

A. Prescribed Template/Form to be Used

Requests for Foreign Official Travel shall use the following templates/forms:

1) Request Letter and Endorsement - Foreign OFFICIAL Travel Authority
2) TA Form – Foreign Official Travel; and
3) Checklist of Requirements – Foreign Official Travel Authority.

B. Documentary Requirements

- Endorsement & Letter of Intent indicating the country of destination, duration, and purpose of travel, duly endorsed by the School Head/Unit Head
- CSC Form 6 – Application for Leave of Absence (properly filled out)
- CSC Form 7 – Division Clearance (properly filled out)
- School Clearance (for school-based personnel)
- Certificate of no pending administrative case
- Written Justification as required in paragraph IV.A 3 of DepEd Order 43, s. 2022
- Approved Activity Request and Work and Financial Plan, indicating that the funds are earmarked for travel expenses to be incurred
- Signed invitation (letter/memorandum/advisory) addressed to the requesting party from a foreign host/focal office
- Itinerary of Travel
- Special Order designating an Officer-in-Charge (For School Head and Division Chiefs), duly signed by the SDS
- Travel Authority for Official Travel Annex A of DO No. 43, s. 2022

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For teaching personnel, if the foreign official travel is to be undertaken during school days, the written justification shall sufficiently explain why the travel must be undertaken during school days, the expected benefits from the travel, and how such benefits outweigh any disruption to instruction or supervision.

C. Timelines

For Foreign Official Travel, shall be made within the following period:

a. Submission by the School to the Recommending Authority (DO) – **at least thirty-five (45) days before departure;**
b. Submission by the Division to the Approving Authority (RO) – **at least thirty-five (35) days before departure;**

II. SPECIFIC GUIDELINES ON PERSONAL OFFICIAL TRAVEL

Only requests with valid reasons shall be recommended for approval by this Office to the Regional Office, such as:

a) to attend seminars, conferences, and other related activities for professional growth and educational enrichment;
b) for consultation or treatment of ailment or sickness; and
c) to accompany a sick/old relative with certification from the appropriate authority;

For classroom teachers, Travel Authority for personal reasons is strongly encouraged to be taken during vacation periods to avoid disrupting classes and ensure continuity of instruction. Other reasons not included in the above list shall be returned without favorable actions.

A. Prescribed Template/Form to be Used

Requests for Foreign Personal Travel shall use the following templates/forms:

1) Request Letter and Endorsement - Foreign PERSONAL Travel Authority
2) TA Form – Foreign PERSONAL Travel; and
3) Checklist of Requirements – Foreign PERSONAL Travel Authority.

B. Documentary Requirements

- Endorsement & Letter of Intent indicating the country of destination, duration, and purpose of travel, duly endorsed by the School Head/Unit Head
- CSC Form 6 – Application for Leave of Absence (properly filled out)

- CSC Form 7 – Division Clearance (properly filled out)
- School Clearance (for school-based personnel)
- Certificate of no pending administrative case
- Certification that the services of the applicant can be dispensed with and duly conformed by the teacher/personnel who will take over the classes/functions during the duration of leave of absence (Not required during vacation period for teachers).
- Certification signed by the School Head and noted by the Schools Division Superintendent that a substitute teacher shall be hired to assume the responsibilities of the applicant who will travel abroad for one (1) month or more. **(Not required during vacation period for teachers).**
- Certification that the applicant has no existing Provident Loan, to be requested at the Accounting Unit; if with an existing Provident Loan, attach a promissory letter signed by the co-maker.
- Travel Authority Form for Personal Travel Annex D of DO No. 43, s. 2022
- Medical Certificate (if sick leave is involved)

C. Timelines

a. Submission by the School to the Recommending Authority (DO) – **at least thirty-five (45) days before departure;**
b. Submission by the Division to the Approving Authority (RO) – **at least thirty-five (35) days before departure;**

4. All applicants are directed to submit their complete documentary requirements to the Schools Division Office before the aforesaid period to allow sufficient time for school-level checking, Division evaluation, endorsement, and transmittal to the Regional Office.

5. **Approval of requests for foreign travel is not automatic.** Applications may only be acted upon favorably when the submitted documents are complete and when the absence of the requesting personnel will not hamper the operational efficiency of the school, office, or unit.

6. Any request that is incomplete, improperly documented, filed beyond the prescribed timeline, or otherwise not in accordance with DepEd Order No. 043, s. 2022, DepEd Order No. 046, s. 2022, and this Memorandum **shall be returned without action or may be disapproved**, as the case may be.

7. All concerned are directed to use only the attached Division-prescribed forms and checklists in the preparation and processing of requests for Foreign Travel Authority. For ease of reference and compliance, the prescribed templates and forms may also be accessed through this link: **https://tinyurl.com/foreigntravelsdop**

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8. For information and strict compliance.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

Encl. As stated.

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RELEASED
MAR 31 2026

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