

Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

January 28, 2025

**DIVISION MEMORANDUM**

No. 0032, s. 2025

**DISSEMINATION OF THE DELEGATION OF SIGNING AUTHORITY  
FOR FOREIGN TRAVEL**

**TO :** Assistant Schools Division Superintendent  
Chief of Curriculum Implementation Division  
Chief of Schools Governance and Operations Division  
Public Elementary and Secondary School Heads  
Division Section Heads  
All Concerned

1. Herewith is the Regional Memorandum AD-2025-010 dated January 17, 2025, and DepEd Order No. 18, s. 2024 dated December 13, 2024 from *Hon. Sonny Angara*, Secretary of the Department of Education relative to the delegation of signing Authority for Foreign Travel of employees for Officials and Personal purposes.
2. For information and strict compliance.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
*Schools Division Superintendent*

**RELEASED**

**JAN 30 2025**

RECORDS SECTION-SDO PANABO CITY  
BY 

Enclosed: As stated  
OSDS/RS/reg/nnp



RS 44500



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

January 17, 2025

REGIONAL MEMORANDUM  
 AD-2025-010

DISSEMINATION OF THE DELEGATION OF SIGNING  
 AUTHORITY FOR FOREIGN TRAVEL

To: Assistant Regional Director  
 Schools Division Superintendents  
 Chiefs of Functional Divisions

1. Herewith is DepEd Order No. 018, s. 2024 dated December 13, 2024 from Hon. Sonny Angara, Secretary of Department of Education relative to the delegation of Signing Authority for Foreign Travel, contents are self-explanatory.
2. Attached are the list of forms for Travel Authority for Official and Personal Foreign Travel:

Enclosures	Category	Applicable to Office/Position
Enclosure 1.1	Official	Regional Director and Assistant Regional Director
Enclosure 1.2	Personal	
Enclosure 2.1	Official	Third Level Officials (Schools Division Superintendent and Assistant Schools Division Superintendent)
Enclosure 2.2	Personal	
Enclosure 3.1	Official	Regional Office and Schools Division Office Level officials and personnel (Division Chief and below)
Enclosure 3.2	Personal	Regional Office Level officials and personnel (Division Chief and below)
Enclosure 3.3	Personal	Schools Division Office Level officials and personnel (Division Chief and below)
Enclosure 4.1	Official	School Level officials and personnel
Enclosure 4.2	Personal	

3. For information and strict compliance.

DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
**RELEASED**

By: *[Signature]* Jan. 22, 2025  
 44500

**ALLAN G. FARNAZO**  
 Director

Enclosed: As stated

ROA9/kgpf



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Republic of the Philippines  
**Department of Education**

DEC 13 2024

DepEd ORDER  
No. 018, s. 2024

**DELEGATION OF SIGNING AUTHORITY FOR FOREIGN TRAVEL**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to the provisions of the Revised Administrative Code, Republic Act No. 9155, also known as *Governance of Basic Education Act of 2001*, and other existing laws, the Secretary may delegate authority to the officers and employees under his direction and promulgate the administrative issuances necessary for the efficient administration of the offices under the Secretary and for the proper execution of the laws.

2. In the exigency of service, and in order to augment the efficiency of functions and processes of the Department of Education (DepEd), DepEd Order (DO) No. 1, s. 2023 or the *Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities*, as revised under DO 15, s. 2024 are hereby partially revised and modified as follows:

Office/Position	Recommending Approval	Approving Authority
<b>Official Foreign Travel</b>		
<b>Central Office</b>		
a. Undersecretary (Usec) and Assistant Secretary (ASec)	None	Usec for Senior Personnel Oversight-Office of the Secretary (SPO-OSEC)
b. Bureau/Service Director	Usec concerned	Usec for SPO-OSEC
c. Division Chiefs and below	Usec concerned	Usec for Human Resource and Organizational Development (HROD)
d. Offices/Unit/Staff Complement-OSEC Proper	None	Usec (Chief of Staff)



<b>Regional Office</b>		
a. Regional Director (RD) and Assistant Regional Director (ARD)	Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	RD	Usec for HROD
<b>Schools Division Office</b>		
a. Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)	RD and Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	RD	Usec for HROD
<b>Schools</b>		
a. School Head	SDS and RD	Usec for HROD
b. Teaching and non-teaching personnel	SDS and RD	Usec for HROD
<b>Attached Agencies</b>		
a. Agency Head	Usec/Asec concerned	Usec for SPO-OSEC
<b>Personal Foreign Travel</b>		
<b>Central Office</b>		
a. Usec and ASec	None	Usec for SPO-OSEC
b. Bureau/Service Director	Usec concerned	Usec for SPO-OSEC
c. Division Chiefs and below	Bureau/Service Director and Usec/Asec concerned	Usec for HROD
d. Offices/Unit/Staff Complement-OSEC Proper	None	Usec (Chief of Staff)
<b>Regional Office</b>		
a. RD and ARD	Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	ARD	RD



<b>Schools Division Office</b>		
a. SDS and ASDS	RD and Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	SDS	RD
<b>Schools</b>		
a. School Head	SDS	RD
b. Teaching and non-teaching personnel	SDS	RD
<b>Attached Agencies</b>		
a. Agency Head	Usec/Asec concerned	Usec for SPO-OSEC


3. Nothing in this Order shall preclude the Secretary from signing any of the foregoing approvals, if necessary, in the interest of the service.

4. This Order partially amends Department Order 001, s. 2023 particularly Annex C thereof, and Office Order No. OO-OSEC-2024-197 dated August 16, 2024. All other provisions stated therein that are not consistent with this Order shall remain in effect. Additionally, other related issuances, rules, regulations, and provisions that are inconsistent with this Order are modified, amended, or repealed accordingly.

5. This Order shall take effect immediately and shall remain in force until superseded, in order to ensure continuity in the rendition of public service by the Department.

6. Immediate dissemination of this Order is directed.



  
**SONNY ANGARA**  
 Secretary



**Enclosure 1.1- for RD/ARD**



Republika ng Pilipinas

## Department of Education

Annex A

### TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel (must be supported by attachments)	
Host of Activity	
Inclusive Dates	
Destination	
Fund Source	

*I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.*

\_\_\_\_\_  
Name and Signature of Requesting Employee

*This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.*

**RECOMMENDING APPROVAL:**

\_\_\_\_\_  
**WILFREDO E. CABRAL**  
Undersecretary

**APPROVED:**

\_\_\_\_\_  
**PETER IRVING C. CORVERA**  
Undersecretary



**Enclosure 1.2-** for RD/ARD



Republika ng Pilipinas

## Department of Education

Annex A

### TRAVEL AUTHORITY FOR PERSONAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel (must be supported by attachments)	
Host of Activity	
Inclusive Dates	
Destination	
Fund Source	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p> <p>_____</p> <p>Name and Signature of Requesting Employee</p>	
<p><i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i></p> <p><b>RECOMMENDING APPROVAL:</b></p> <p>_____</p> <p><b>WILFREDO E. CABRAL</b> Undersecretary</p> <p><b>APPROVED:</b></p> <p>_____</p> <p><b>PETER IRVING C. CORVERA</b> Undersecretary</p>	



**Enclosure 2.1-** for Third Level  
Officials (SDS and ASDS)



Republika ng Pilipinas

## Department of Education

Annex A

### TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel (must be supported by attachments)	
Host of Activity	
Inclusive Dates	
Destination	
Fund Source	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
_____ Name and Signature of Requesting Employee	
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i>	
<b>RECOMMENDING APPROVAL:</b>	
_____ <b>Regional Director</b>	
_____ <b>WILFREDO E. CABRAL</b> Undersecretary	
<b>APPROVED:</b>	
_____ <b>PETER IRVING C. CORVERA</b> Undersecretary	



**Enclosure 2.2-** for Third Level  
Officials (SDS and ASDS)



Republika ng Pilipinas

## Department of Education

Annex A

### TRAVEL AUTHORITY FOR PERSONAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel (must be supported by attachments)	
Host of Activity	
Inclusive Dates	
Destination	
Fund Source	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
<hr/> Name and Signature of Requesting Employee	
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i>	
<b>RECOMMENDING APPROVAL:</b>	
<hr/> Regional Director	
<hr/> WILFREDO E. CABRAL Undersecretary	
<b>APPROVED:</b>	
<hr/> PETER IRVING C. CORVERA Undersecretary	



**Enclosure 3.1-** for RO and SDO Level officials and personnel (Division Chief and below)



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## Department of Education

Annex A

### TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel (must be supported by attachments)	
Host of Activity	
Inclusive Dates	
Destination	
Fund Source	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p> <p>_____</p> <p>Name and Signature of Requesting Employee</p>	
<p><i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i></p> <p><b>RECOMMENDING APPROVAL:</b></p> <p>_____</p> <p>Regional Director</p>	
<p><b>APPROVED:</b></p> <p>_____</p> <p><b>WILFREDO E. CABRAL</b> Undersecretary</p>	



**Enclosure 3.2-** for RO Level  
officials and personnel  
(Division Chief and below)



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## Department of Education

Annex A

### TRAVEL AUTHORITY FOR PERSONAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel (must be supported by attachments)	
Host of Activity	
Inclusive Dates	
Destination	
Fund Source	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p>	
<p>_____ Name and Signature of Requesting Employee</p>	
<p><i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i></p>	
<p><b>RECOMMENDING APPROVAL:</b></p>	
<p>_____ Assistant Regional Director</p>	
<p><b>APPROVED:</b></p>	
<p>_____ Regional Director</p>	



**Enclosure 3.3-** for SDO Level  
officials and personnel  
(Division Chief and below)



Republika ng Pilipinas

## Department of Education

Annex A

### TRAVEL AUTHORITY FOR PERSONAL TRAVEL

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel (must be supported by attachments)	
Host of Activity	
Inclusive Dates	
Destination	
Fund Source	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p>	
<p>_____ Name and Signature of Requesting Employee</p>	
<p><i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i></p>	
<p><b>RECOMMENDING APPROVAL:</b></p>	
<p>_____ Schools Division Superintendent</p>	
<p><b>APPROVED:</b></p>	
<p>_____ Regional Director</p>	



**Enclosure 4.1- School Level  
officials and personnel**



Republika ng Pilipinas

**Department of Education**

Annex A

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel (must be supported by attachments)	
Host of Activity	
Inclusive Dates	
Destination	
Fund Source	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
_____ Name and Signature of Requesting Employee	
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i>	
<b>RECOMMENDING APPROVAL:</b>	
_____ Schools Division Superintendent	
_____ Regional Director	
<b>APPROVED:</b>	
_____ <b>WILFREDO E. CABRAL</b> Undersecretary	



**Enclosure 4.2- School Level  
officials and personnel**



Republika ng Pilipinas

**Department of Education**

Annex A

**TRAVEL AUTHORITY FOR PERSONAL TRAVEL**

NAME	
Position/Designation	
Permanent Station	
Purpose of Travel (must be supported by attachments)	
Host of Activity	
Inclusive Dates	
Destination	
Fund Source	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p> <p>_____</p> <p>Name and Signature of Requesting Employee</p>	
<p><i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i></p> <p><b>RECOMMENDING APPROVAL:</b></p> <p>_____</p> <p>Schools Division Superintendent</p>	
<p><b>APPROVED:</b></p> <p>_____</p> <p>Regional Director</p>	