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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, 20224 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-DO PANABO CITY
BY 

Enclosed: As stated
OSDS/RS/reg/nnp



Schools Division of Panabo City
City Hall Compound, Panabo City
Tel. No. (084) 823-1469
Email: panabocity.division@deped.gov.ph

A public school system that is responsive to the needs of the community through Journeying, Blending and Fostering commitment in providing quality education. MATATAG for all.

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	Third Level Officials (Schools Division Superintendent and Assistant Schools Division Superintendent)
Enclosure 2.1	Official	Regional Office and Schools Division Office Level officials and personnel (Division Chief and below)
Enclosure 2.2	Personal	Regional Office Level officials and personnel (Division Chief and below)
Enclosure 3.1	Official	Schools Division Office Level officials and personnel (Division Chief and below)
Enclosure 3.2	Personal	School Level officials and personnel
Enclosure 3.3	Personal	
Enclosure 4.1	Official	
Enclosure 4.2	Personal	

3. For information and strict compliance.

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

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
Official Foreign Travel		
Central Office		
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)

Regional Office		
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
Schools Division Office		
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
Schools		
a. School Head	SDS and RD	Usec for HROD
b. Teaching and non-teaching personnel	SDS and RD	Usec for HROD
Attached Agencies		
a. Agency Head	Usec/Asec concerned	Usec for SPO-OSEC
Personal Foreign Travel		
Central Office		
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)
Regional Office		
a. RD and ARD	Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	ARD	RD

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



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 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 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 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:

Regional Director

WILFREDO E. CABRAL

Undersecretary

APPROVED:

PETER IRVING C. CORVERA

Undersecretary



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 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:

Regional Director

WILFREDO E. CABRAL

Undersecretary

APPROVED:

PETER IRVING C. CORVERA

Undersecretary

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



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:

Regional Director

APPROVED:

WILFREDO E. CABRAL
Undersecretary

Enclosure 3.2- for RO 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	

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:

Assistant Regional Director

APPROVED:

Regional Director

**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	

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:

Schools Division Superintendent

APPROVED:

Regional Director

**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 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:

Schools Division Superintendent

Regional Director

APPROVED:

WILFREDO E. CABRAL
Undersecretary



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 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:

Schools Division Superintendent

APPROVED:

Regional Director