



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 15, 2021

REGIONAL MEMORANDUM

No. **216**, s. 2021

SUPPLEMENTARY GUIDELINES ON THE APPLICATION OF SCHOOL HEADS AND TEACHING PERSONNEL FOR TRAVEL ABROAD

To: Schools Division Superintendents
Heads of Elementary and Secondary Schools
All Others Concerned

1. To ensure efficient and continuous delivery of services and compliance with the time-on-task policy of the Department, application of School Heads and Teaching Personnel for travel abroad made within the duration of the School Year without any valid reason shall no longer be endorsed for approval to the Central Office.
2. While the Immediate Supervisors have the authority to approve applications for leave of absence to travel abroad, they are reminded to ascertain the purpose stated therein before endorsing the same to this Office. As such, the following may be taken as **valid reasons** for travel abroad:
 - a. to attend seminars, conferences and other similar activities for professional growth and educational enrichment.
 - b. for consultation or treatment of ailment or sickness (with appropriate supporting documents).
 - c. to accompany a sick/old member of immediate family (with appropriate supporting documents duly issued by the proper authority).
3. Applications for vacation leave for the purpose of travel abroad with reasons cited as: to visit cousins, for pleasure, as tourist, and other similar or analogous cases shall not be considered within the purview of this Order and shall be disapproved outright. While the Office respects the freedom of abode of its personnel, public service must not be jeopardized in the exercise of this right.
4. Henceforth, authority to travel abroad due to valid reason/s shall only be endorsed upon submission of the following documents at **least thirty (30) days** prior to the scheduled travel:
 - a. Indorsement of the Schools Division Superintendent



- b. Basic letter request of the employee concerned which should contain the dates of travel, country of destination and purpose of travel
- c. Duly accomplished application for leave (CSC Form 6)
- d. Clearance from all money and/or property responsibility using the CSC standard template
- e. OIC-Designation/Certification from the concerned authority of the Office/School/Classes in-charge while on leave (as applicable)

Additional requirement for consultation or treatment of ailment or sickness

- Medical Certificate from proper authority

5. Any DepEd personnel who travels abroad on vacation leave of absence without prior approval is considered Absent Without Official Leave (AWOL) and their applications for leave shall be disapproved. The concerned personnel shall be advised to report for duty, otherwise, they shall be dropped from the rolls after thirty (30) days.

6. It is reminded that a maximum of **three (3) months** shall be allowed to all requests for travel abroad on vacation leave of absence.

7. Schools Division Superintendents shall indorse to the Regional Office only those that meet the foregoing requirements. Superintendents, Principals/School Heads, and other officials shall be held administratively liable for any misrepresentations made in the endorsements and/or supporting documents.

8. This Memorandum shall take effect immediately until revoked or rescinded.

9. Immediate dissemination of and strict compliance with this Memorandum are directed.

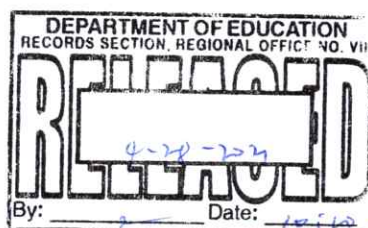

MA. GEMMA MERCADO LEDESMA
Regional Director

References: DECS Order No. 93, s. 1989
DECS Order No. 1, s. 1990
RM No. 083, s. 2018
RM No. 249, s. 2019

To be indicated in the Perpetual Index
under the following subjects:
AUTHORITY
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