



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

January 17, 2024

OFFICE MEMORANDUM

AD-2024- **42**

**SIGNATORY AS REQUESTING OFFICER IN THE TRAVEL
AUTHORITY FOR OFFICIAL BUSINESS**

To: Regional Office Employees
All Others Concerned

1. Effective immediately, the Immediate Superior/Chief of Division shall sign the travel authority for official business as the requesting officer, ensuring proper monitoring and attesting that the travel is aligned with the Office’s mandate and that the travel fund is sufficient.
2. This replaces the practice of the concerned employee signing the travel authority.
3. The Immediate Superiors /Chiefs of Divisions are directed to strictly monitor compliance with this Memorandum of all the staff members.
4. For information, guidance, and strict compliance.


EVELYN R. FETALVERO CESO IV
Regional Director *EF*

AD-PS-EDR

