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

September 18, 2025

OFFICE MEMORANDUM

AD-2025- **468**

SUBMISSION OF LOCAL TRAVEL MATRIX

To: Regional Office Personnel
 All Others Concerned

1. As an offshoot of the 3rd Management Review conducted on September 16, 2025 and to maximize the use of resources, all employees of this Regional Office shall be required to submit a Local Travel Matrix, as a requirement in the approval of travel authority and request for use of vehicle effective September 22, 2025. Enclosed is the prescribed format of the Travel Matrix, for reference.
2. It is reiterated that employees shall not be allowed to travel on Mondays except when the purpose of such travel is to attend activities called for by the Central Office and other agencies.
3. A travel time of one day before and one day after for local travels shall be allowed only when the destination is within the Schools Division of Northern Samar or in such areas where travel time will take 4-6 hours from the Regional Office.
4. The Chiefs of the Functional Divisions are directed to strictly monitor compliance of this Memorandum by their respective personnel.
5. For information and strict compliance.



RONEL AL K. FIRMO, CESO IV
 Assistant Regional Director
 Office-in-Charge
 Office of the Regional Director

AD-PS-EDR



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LOCAL TRAVEL MATRIX
For the Period _____

Functional Division/Unit/Section				
Activity/Output Code				
Purpose of Travel				
Date	Time	Destination	Task/Activity	Persons Involved

Prepared by:

Noted:

Immediate Superior/Chief of Division

Approved:

Regional Director/Head of Office