



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

February 16, 2026

OFFICE MEMORANDUM

AD-2026- **108**

**UPDATED SIGNATORIES IN THE APPLICATION
FOR LEAVE AND TRAVEL AUTHORITY**

To: Regional Office Employees
All Others Concerned

1. With the designation of Dr. Marilyn B. Siao, CESO IV as the new Assistant Regional Director and in compliance with DepEd Order No. 001, s. 2023 on the Revised Signing Authorities, signatories in the application for leave (form 6) and travel authority are hereby updated as follows:

Application for Leave (Form 6)

Position	Up to 60 Calendar Days		More than 60 Calendar Days	
	Recommending Approval	Approval	Recommending Approval	Approval
RD/ ARD	None	Undersecretary for Operations	Undersecretary for Operations	Undersecretary for HROD
Division Chief	ARD	RD	ARD	RD
Below Division Chief	Division Chief	ARD	Division Chief and ARD	RD

Travel Authority for Official Local Travel

Position	Requesting Officer	Recommending Authority	Approving Authority
RD	RD	None	Undersecretary for Operations (for destinations outside the Region only)
ARD	ARD	RD (for destinations outside the Region only) None (for destinations within the Region)	Undersecretary for Operations (for destinations outside the Region only) RD (for destinations within the Region)
Division Chief	Division Chief	ARD	RD
Other Personnel	Division Chief	ARD	RD

2. The signature of the Division Chief as Requesting Officer in the travel authority of his/her staff has been agreed upon during the Management Review conducted on February 1, 2024, to ensure proper monitoring and attesting that the travel is aligned with the Office's mandate and that the travel fund is sufficient.
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.


RONEO AL K. FIRMO CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director



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