



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

October 6, 2026

OFFICE MEMORANDUM

FD-2026- **531**

**UPDATES ON INTERNAL TRAVEL GUIDELINES
FOR THE REGIONAL OFFICE
PERSONNEL**

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the Finance Division, announces updates on internal travel guidelines for the regional office personnel as discussed during the Management Review conducted on May 18, 2026:

- a. Provision No. **2(a)** of **OM No. 370, s. 2022**, which provides for one (1) day immediately preceding and one (1) day following official travel to the Division of Northern Samar, shall no longer be limited to said destination.
- b. Henceforth, the one-day travel-time allowance before and after official travel shall apply to all official travel destinations within the Region located beyond a 50-kilometer radius, in accordance with applicable rules and regulations.
- c. Accordingly, Provision No. **2(b)** of the said Memorandum is deemed superseded and no longer in effect.

2. A Memorandum may serve as the **Travel Authority** of an employee **only** when one of its provisions clearly and expressly identifies the Memorandum as the Travel Authority and specifies the following:

- a. Name of the employee/s authorized to travel;
- b. Name or nature of the activity;
- c. Date/s of the activity; and
- d. The applicable travel time to and from the destination/Program Matrix

If any of the foregoing requirements is **not met**, a **separate Travel Authority** shall be required as an attachment to the travel reimbursement documents.

3. The aforementioned amendments shall take effect for all travels undertaken from the date of posting of this issuance on the DepEd Regional Office official website.



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4. For purposes of clarifying the application of the provisions under **OM No. FD-2025-497, s. 2025** the following shall henceforth be observed:

- a. **Provision 3(k)(i).** The reference to “**Numbers 1, 2, 4, 5, 6, 7, and 9**” shall be construed as referring to **paragraphs (a), (b), (d), (e), (f), (g), and (i)**, consistent with the lettered enumeration of the preceding provisions.

5. Relevant Office Memoranda on travel guidelines may be referred to for guidance. However, previous issuances shall be read in conjunction with subsequent and latest issuances to ensure that any updates or amendments to specific provisions are duly observed.

- a. FD-2025-255, s. 2026
b. FD-2025-151, s. 2026
c. FD-2025-497, s. 2025
d. FD-2023-464, s. 2023
e. FD-2023-353, s. 2023

6. Immediate dissemination of this Memorandum is desired.


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Regional Director 

FD-AS-JGNC

