



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

October 30, 2024

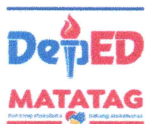
**DIVISION MEMORANDUM**

No. **684**, s. 2024

**ONLINE SUBMISSION AND APPROVAL OF REQUESTS  
FOR AUTHORITY TO TRAVEL PER DEPED ORDER NO. 043 s. 2022  
(Omnibus Travel Guidelines for All Personnel of the Department of Education)**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. DepEd Order No. 043 s. 2022 titled ***Omnibus Travel Guidelines for All Personnel of the Department of Education*** provides the processes and prescribes the requirements for all travels of DepEd personnel, whether foreign/local or official/personal.
2. In this connection, this office is reiterating Section IV.C regarding the Specific Guidelines on Local Official Travel particularly No.2.a. on Procedure in the Application and Approval of Local Official Travels which states “The official or employee concerned shall accomplish and submit a Travel Authority for Official Travel Form to the office of the Approving Authority not less than five (5) working days before the scheduled departure date.”
3. As stipulated in DepEd Order No. 001 s. 2023 titled *Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and functional Areas of Responsibilities and Revised signing Authorities*, Annex C-Revised Signing Authorities, Section D- On Official Local Travel, the Official Local Travel of both SDO and school-based personnel of SDO Capiz employees shall be approved in the following manner:



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
**Website:** <http://depedcapiz.ph>



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Office/Position	Recommending Authority	Approving Authority
<b>c. Division Office</b>		
1. Schools Division Superintendent (SDS)	None	RD (for destinations outside the Division only)
2. Assistant Schools Division Superintendent (ASDS)	SDS (for destinations outside the Division only)	RD (for destinations outside the Division only)
	None (for destinations within the Division only)	SDS (for destinations within the Division)
3. Division Chief and Below, including PSDS	ASDS	SDS
<b>d. Schools</b>		
1. School Head (SH)	ASDS	SDS
2. Teaching personnel and Non-Teaching personnel ( <i>for destination within the Division</i> )	None	School Head
3. Teaching personnel and Non-Teaching personnel ( <i>for destination outside the Division</i> )	School Head	SDS

4. In order to meet the policy on the number of days required in the submission of Applications for Authority to Travel, maximize time on task, and minimize the travel cost in going to the division office for submission and approval of the Authority to Travel of school heads and other personnel, this office, through the



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Information, Communication and Technology Unit, is implementing the innovation titled “*Online Submission and Approval of the Authority to Travel.*” The system can be accessed through this link: **[bit.ly/SDOCAPIZAT](https://bit.ly/SDOCAPIZAT)**. The school heads and other personnel can accomplish the form before the actual scheduled travel, once approved by the approving authority, this form can be printed. This will serve as their advance copy of approved Authority to Travel.

5. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: DepEd Order (No. 043 s. 2022)  
DepEd Order (No. 001 s. 2023)

To be indicated in the Perpetual Index  
Under the following subjects:

AUTHORITY TO TRAVEL

POLICY