



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region 1  
City of San Fernando, La Union 2501



1CT

September 25, 2019

REGIONAL MEMORANDUM  
No. 284, s. 2019

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PROTOCOLS FOR TRAVEL AUTHORITY FOR  
OFFICIAL TRAVEL ABROAD

To: Chiefs of the Functional Divisions  
Heads of Sections/ Units  
Schools Division Superintendents  
School Heads

1. Pursuant to DepEd Order No. 43, s. 2014 dated October 9, 2014, all travel authorities for official travel abroad must **STRICTLY** follow the specified number of days of submission to the respective offices:

| Office          | Number of Days           |
|-----------------|--------------------------|
| School          | 50 days before departure |
| Division        | 40 days before departure |
| Regional Office | 30 days before departure |

2. Indorsement shall be submitted with the complete required documents.

3. Request that does not follow the protocols stated shall be rejected automatically and returned with no action.

4. For immediate dissemination and compliance.



*[Signature]*  
**TOLENTINO G. AQUINO**  
Schools Division Superintendent  
Officer-in-Charge  
Office of the Regional Director

DEPED REGIONAL OFFICE I  
**RELEASED**  
OCT 01 2019



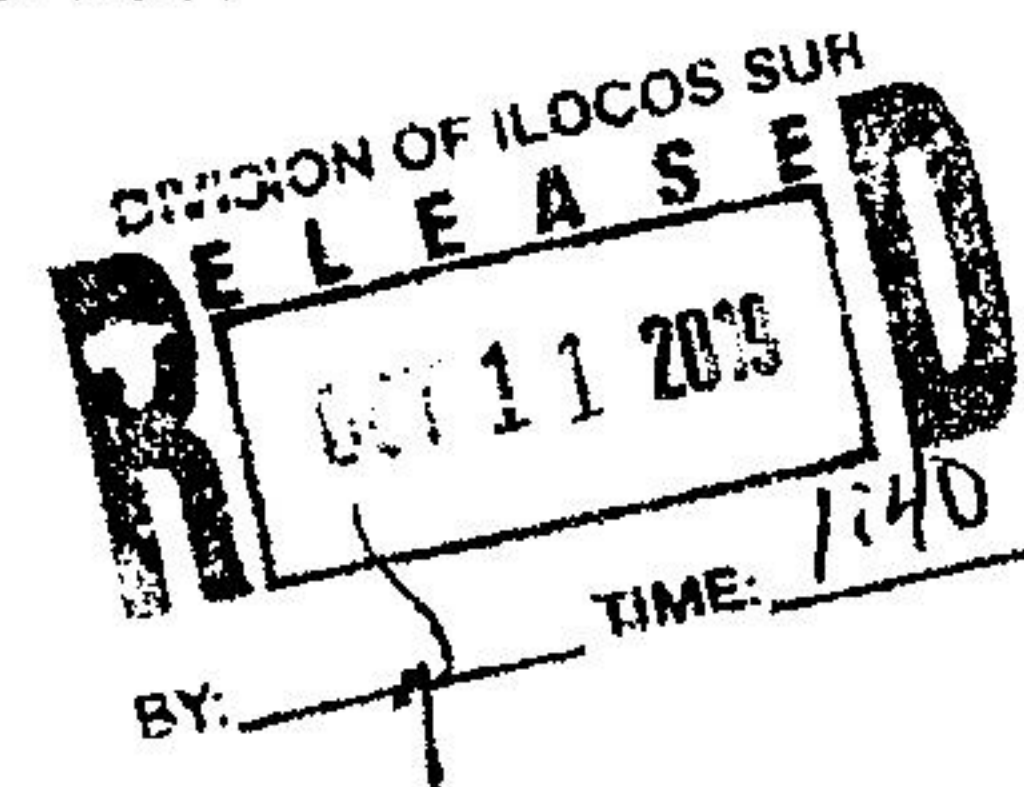
Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS SUR**  
Bantay, Ilocos Sur



11 October 2011

To: OIC, Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads (Elementary and Secondary)  
Division Office Personnel  
Teachers  
All Others Concerned

For information, guidance and strict compliance.



*[Signature]*  
**JORGE M. REINANTE, CSEE, CEO VI, CESO V**  
Schools Division Superintendent