



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION XI  
DIVISION OF TAGUM CITY



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**Division Memorandum**

No. 469, s. 2019

TO : **All Division Personnel**  
**All Public Elementary and Secondary School Heads**

FROM : Office of the Schools Division Superintendent

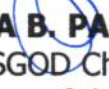
SUBJECT : **Approval of Request for Travel Abroad (Personal)**

DATE : 29 April 2019

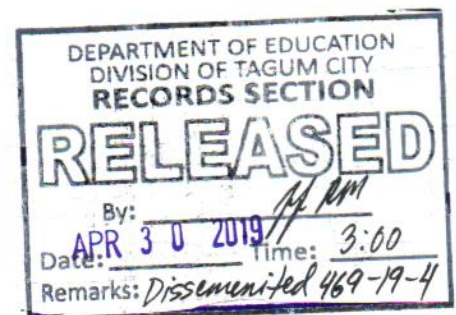
In pursuance to the attached unnumbered Regional Memorandum, dated 29 April 2019, all Division and School personnel are hereby informed that effective immediately the approval of **foreign travel applications on personal reason** of all DepEd personnel will be lodged at the DepEd Central Office, thus, all applications must be received by the Regional Office at least 30 working days before departure. Applications received less than 30 working days will be returned without action.

For information and guidance.

*For and in the absence of the Schools Division Superintendent*

  
**JOSEFINA B. PALACA, Ed.D**  
SGOD Chief  
In-charge of the Division

Enc1:/As stated





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION XI**  
Davao City



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**MEMORANDUM**

To : Schools Division Superintendents/OIC-SDS  
All Schools Division Offices

Subject: APPROVAL ON REQUEST FOR TRAVEL ABROAD (PERSONAL)

Date : April 29, 2019

This is to inform everyone that effective immediately the approval of the application for foreign travel on *personal reason* of all DepEd Regional, Division Office and School Level Officials and Personnel will be lodged at the DepEd Central Office, thus, all applications for travel abroad must be received by the Regional Office at least 30 working days before departure. Applications received less than 30 working days will be returned without action.


For immediate dissemination and compliance.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO III**  
Regional Director

ROA3/PS/jtg

DEPARTMENT OF EDUCATION ROXI  
RECORDS SECTION

**RELEASED**

By   
Date: 04/30/19 Time: 1:14

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