



Republic of the Philippines  
 Department of Education  
 Region V(Bicol)  
**DIVISION OF CATANDUANES**  
 Virac, Catanduanes

Email Add: [catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)/[catanduanesdiv15@gmail.com](mailto:catanduanesdiv15@gmail.com)  
 Website: [www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com) Tel No.: (052)811-40-63



**RELEASED**

MEMORANDUM  
 TO

- Asst. Schools Division Superintendent
- Chief Education Program Supervisors
- Education Program Supervisors
- District Supervisors
- Elementary & Secondary School Heads/OIC's

SEP 24 2018  
 8:14 AM  
 Signature: *[Handwritten Signature]*

FROM

*[Handwritten Signature]*  
**SOCORRO V. DELA ROSA, CESO VI**  
 Schools Division Superintendent

SUBJECT

**CHECKLIST OF REQUIREMENTS FOR TRAVEL ABROAD**

DATE

September 24, 2018

Attached is the checklist of requirements for travel abroad on personal business and on official business/official time. All request for travel abroad must be submitted at the Schools Division Office through the Personnel Section at least 45 days before the departure.

For information and guidance.

**CHECKLIST OF REQUIREMENTS FOR  
TRAVEL ABROAD ON PERSONAL BUSINESS**

\_\_\_\_\_ Endorsement from the Schools Division Superintendent

\_\_\_\_\_ Letter of Intent (purpose, place to be visited, inclusive dates of travel)

\_\_\_\_\_ Approved Form 6 (Application for Leave) duly approved by SDS

\_\_\_\_\_ Division Clearance

\_\_\_\_\_ Certification of No Pending Administrative Case

\_\_\_\_\_ Medical Certificate (if nature of travel is sick leave)  
Letter from the host indicating that subject employee will be submitting for medical check-up

\_\_\_\_\_ Certification that his/her absence shall not hamper the operational efficiency of the agency and indicating therein the name of the personnel who will take over his/her place or assume his/her duties while on travel abroad duly approved by the Schools Division Superintendent.

**NOTE: This must be received by this Office at least 45 days before the departure.**

**CHECKLIST OF REQUIREMENTS FOR  
TRAVEL ABROAD ON OFFICIAL BUSINESS/  
OFFICIAL TIME**

\_\_\_\_\_ Endorsement from the Schools Division Superintendent, Recommending Favorable Action

\_\_\_\_\_ Division Clearance

\_\_\_\_\_ Letter of Intent with the following justifications:

- a. The purpose of the trip is strictly within the mandate of the requesting government official or personnel;
- b. The projected expenses for the trip are not excessive; and
- c. The trip is expected to bring substantial to the country.

\_\_\_\_\_ Duly accomplished template (copy enclosed) together with the following attachments

- a. Invitation
- b. Program of Activities
- c. Travel Authority Request Form A
- d. Itemized Budget/ Estimated Cost
- e. Curriculum Vitae
- f. Profile Organizer

\_\_\_\_\_ Certification that his/her absence shall not hamper the operational efficiency of the agency and indicating therein the name of the personnel who will take over his/her place or assume his/her duties while on travel abroad duly approved by the Schools Division Superintendent

**NOTE: This must be received by this Office at least 45 days before the departure.**