



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

DEPED DIVISION OF CATANDUANES
RECORDS SECTION

RELEASED

23 AUG 2022

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MEMORANDUM

TO : Assistant Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads/OICs

FROM : **SUSAN S. COLLANO**
Schools Division Superintendent

SUBJECT : **CHECKLIST OF REQUIREMENTS FOR TRAVEL ABROAD**

DATE : August 22, 2022

Attached is the checklist of requirements for travel abroad on personal business. All request for travel abroad must be submitted at the Schools Division Office through the Human Resource Management Office at least 45 days before departure.

For information and guidance.





Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

PROCESSING SHEET

SUBJECT: REQUEST FOR TRAVEL OUTSIDE THE PHILIPPINES (ON PERSONAL BUSINESS)

NAME:

SCHOOL & DISTRICT:

No.	DOCUMENTARY REQUIREMENTS	Available (/) Not Available (x)	REMARKS
1	Endorsement from Schools Division Superintendent (Personnel Section)		
2	Letter of Intent (purpose, place to be visited, inclusive dates of travel) (2 copies)		
3	Approved Form No. 6 (Application for Leave) (4 copies)		
4	School and Division Office Clearance (4 copies)		
5	Sworn Affidavit/Execution of declaration acknowledging the risks involved in travelling, including risk of delay in his/her return trip (2 copies)		
6	Medical Certificate (if nature of travel is sick leave) Letter from the host indicating that subject Employee will be submitting for medical check-up (2 copies)		
7	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 signed by School Head and duly noted by the Schools Division Superintendent. (Personnel Section). (2 copies)		

Forms No. 3 & 4 can be downloaded at <https://bit.ly/TA-PB>

Evaluated by: MARY JOANNE I. AQUINO
Administrative Aide I

Reviewed by:

MARICHELE B. LLAVE
Administrative Officer IV