



Republic of the Philippines

Department of Education

REGION III-CENTRAL LUZON

SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY

MARANGAL NATIONAL HIGH SCHOOL

TOWERVILLE 6B, BRGY. GAYA-GAYA, CITY OF SAN JOSE DEL MONTE, BULACAN

Office of the Principal

March 26, 2021

SCHOOL MEMORANDUM

NO. 021, s. 2021


REITERATION OF IV.C.2 OF DEPED ORDER NO. 008, S. 2021 REGARDING OFFICIAL LOCAL TRAVEL

To: Teachers
Non-teaching Personnel
All Others Concerned

- This Office reiterates the guideline on the Local Travel under IV.C of DepEd Order No. 008, s. 2021:
 - No travel, on official time or business, shall be undertaken without an approved Authority to Travel, and
 - It should be strictly observed that teachers' travel on official time or business should not affect contact time with their respective students.
- All official domestic travels in performance of duties and functions including attendance to workshops, seminars, trainings, and speaking engagements shall be approved in the following manner as prescribed under DepEd Order No. 22, s. 2019.

Office/Positions	Approving Officials	
	Recommending Approval	Approval
School Head	ASDS	SDS
Teaching and Non-teaching Personnel		Schools Head – for destinations within the division
	Schools Head – for destinations outside the division	SDS – for destinations outside the division

- All approved official travel shall be supported with a certificate of appearance.
- Please refer to DepEd Order No. 008, s. 2021 and DepEd Order No. 22, s. 2019 for other necessary information regarding official travel.
- For information and guidance of all concerned.
- Wide and immediate dissemination of this Memorandum is earnestly desired.


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School Principal



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