



DIVISION MEMORANDUM

No. 040, s. 2014

**INSTITUTING MEASURES REGARDING THE TRAVEL
OF SCHOOL OFFICIALS AND EMPLOYEES**

To: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. Attached herewith is Regional Memorandum No. 031, s. 2015, entitled, "Instituting Measures Regarding the Travel of School Officials and Employees", for the information of all concerned.
2. Special attention is directed to Paragraph 3 of the said Memorandum.
3. Immediate dissemination of and compliance with this Memorandum is desired.

ARDEN D. MONISIT, ED.D.
Schools Division Superintendent

ADM/rng14

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
Region VII, Central Visayas
Sudlon, Lahug, Cebu City



January 15, 2015

REGIONAL MEMORANDUM

NO. 031 s. 2015

**INSTITUTING MEASURES REGARDING THE TRAVEL OF SCHOOL
OFFICIALS AND EMPLOYEES**

TO : Schools Division/City Superintendents
Officers-in-Charge of Interim Divisions
Chiefs of the Regional Office
All Concerned

1. Pursuant to Republic Act. No. 9155 otherwise known as the "*Governance of Basic Education Act of 2001*", the school shall be the heart of the formal education system. It is where the children learn. Schools shall have a single aim of providing the best possible basic education for all learners.

2. To provide the best quality education for all learners, all teachers shall be in the classroom and ensure that the pupils/students obtain the full benefit of the curriculum-based instruction, and enhanced capacities brought about by trainings and other competency-based growth.

3. As a matter of policy, the following measures are hereby instituted in order that teachers presence shall maximize, teacher-learner interaction and production of desired outcomes :

- a) *Lessen the time/activities of the teachers in going out of the school;*
- b) *No teacher is allowed to transact in the Regional Office without a travel order.*
- c) *The travel order or authority shall indicate that there is a replacement while the teacher is away to compensate the absence.*
- d) *Application for GSIS and Provident Loans, request for salary implementation and adjustment, ERF and reclassification shall be filed through the Liaison Officer or Principal of the school.*
- e) *All other concerns that affect the welfare of the teachers shall be addressed by the Division Office, except for cases that need the approval of the Regional Director.*
- f) *Pass slip shall be secured before going out of the school and indicate whether its official or personal.*
- g) *Other administrative and financial concerns can be done or transacted to the Regional office during Saturdays.*

4. Immediate dissemination and strict compliance is directed.

Juliet A. Jeruta
JULIET A. JERUTA, Ph.D, CESO V
Schools Division Superintendent
Officer-in-Charge

 Office of the Regional Director