



04 JAN 2017

DIVISION MEMORANDUM

No. 05 s. 2016

**REITERATING THE DIVISION POLICY REQUIRING FIELD PERSONNEL TO
SECURE AUTHORITY TO TRAVEL BEFORE LEAVING THEIR STATION**

To: Assistant Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
District Supervisors/OIC's
Public Elementary and Secondary School Heads
Section Heads

1. To ensure quality in the school operation and observance of actual contact time for teaching-learning process, the Division policy regarding "No Authority to Travel, No Transaction" is hereby reiterated.

2. All field personnel, starting January 3, 2017, who will be transacting business in the Division Office during office hours are required to secure an "Authority to Travel" from the following authorized personnel before leaving their respective stations:

Requesting Personnel	Authorized Personnel to Issue Authority to Travel
Teaching and Non-Teaching Personnel stationed in schools	School Head
Non-Teaching Personnel stationed in District Offices	District Supervisor
School Heads and District Supervisors	Area ASDS

3. The "Authority to Travel" issued by School Head/PSDS/ASDS shall state the purpose of travel and the date travel will be performed.

4. In granting "Authority to Travel" to teachers, School Heads must see to it that another teacher will take charge of the class that will be left behind. The School Head/PSDS/ASDS shall take full responsibility of the "Authority to Travel" he/she issued. After the travel shall have been completed, Certificate of Appearance and Accomplishment Reports shall be submitted to the School Heads/PSDS/ASDS.

4. Personnel assigned in the different support services of the Division are directed to implement strictly this policy in their respective units.
5. Teachers/School Heads/PSDS with unauthorized travel shall be marked absent. Likewise, expenses incurred on unauthorized travel shall not be reimbursed.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, ED.D., CESO VI
Schools Division Superintendent

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