



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



January 16, 2018

DIVISION MEMORANDUM

No. 052, s. 2018

REITERATING POLICY IN SECURING AUTHORITY TO TRAVEL


TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators/ SEPS/ EPS2
Public Schools Division Supervisors (PSDSs)/District Caretakers/OICs (**SOUTH**)
Heads/Teachers of Elementary and Secondary Schools (**SOUTH**)
All Others Concerned

1. To ensure quality school operation and observance of actual contact time for teaching-learning process, the Division policy on "No Authority to Travel, No Transaction" must be strictly implemented.
2. All field personnel, starting January 15, 2018, who will be transacting business in the Division Office during office hours are required to secure an "Authority to Travel" before leaving their stations.
3. All School Heads must secure an "Authority to Travel" from their Public Schools District Supervisor (PSDS's). Authority to Travel secured from PSDS shall state the purpose of travel, the date travel will be performed and the last day of travel from Division Office. PSDS will ONLY countersign or the NOTED signatory of the "Authority to Travel". The authorized personnel to APPROVE the travel is the area ASDS.
4. All School Heads are still required to inform/call the Division Office (Area ASDS) of the planned/scheduled travel prior to securing it from the PSDS.
5. Authority to Travel of School Heads shall be granted for reasons deemed very important and if personal appearance is needed in transacting business to maximize contact time at school.

6. Approval of travel is limited to only three (3) maximum travels per month in the Division Office excluding attendance in EXECON and seminars.

7. Teachers/ School Heads/ PSDS with unauthorized travel shall be marked absent. Likewise, expenses incurred on unauthorized travel shall NOT be reimbursed.

8. For immediate dissemination of and strict compliance of this memorandum is directed.


RHEA MARIA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent