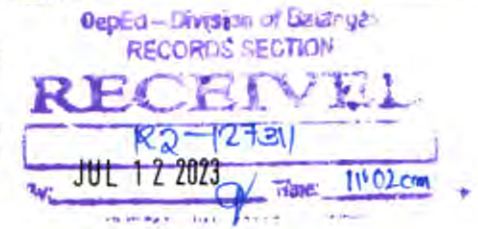




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**



July 12, 2023

DIVISION MEMORANDUM  
No. 209, s. 2023

**REVISED TEMPLATES FOR TRAVEL AUTHORITY AS PER REGIONAL  
MEMORANDUM NO. 338, s. 2023**

- TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
SDO Personnel  
All Others Concerned
1. In accordance with the Regional Memorandum No. 338, s. 2023, this office modified the Annexes A and D templates that will be used for the Official and Personal Foreign Travel of requesting employees.
  2. The revised templates for Annexes A (for Official Foreign Travel) and D (for Personal Foreign Travel/Travel Abroad) are uploaded in the website under Downloads, Downloadable Forms, within Records Forms which can be accessed at <https://www.depedbatangas.com/>.
  3. For concerns and queries you may email us at [sdobatangas.records@deped.gov.ph](mailto:sdobatangas.records@deped.gov.ph).
  4. Immediate dissemination and compliance on this memorandum are hereby ordered.

*maibanez*  
**MARITES A. IBAÑEZ, CESO V**  
Schools Division Superintendent

DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
☎ (043) 722-1437 / 722-1796 / 722-2675 / 722-1662  
✉ [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)  
🌐 [www.depedbatangas.com](http://www.depedbatangas.com)



Republic of the Philippines  
Department of Education

**ANNEX A**

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>NAME</b>	
<b>Position/Designation</b>	
<b>Permanent Station</b>	
<b>Purpose of Travel</b> (must be supported by attachments)	
<b>Inclusive Dates</b>	
<b>Destination</b>	
<b>Fund Source</b>	
<i>I hereby certify that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
_____	_____
Name and Signature of Requesting Employee	Date
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein</i>	
_____	_____
Name and Signature of Schools Division Superintendent	Date
<b>Recommending Approval:</b>	
<b>ATTY. ALBERTO T. ESCOBARTE, CESO II</b> Regional Director	_____
	Date
<b>APPROVED:</b>	
_____	_____
Name and Signature of Approving Authority	Date

(ANNEX A of DepEd Order 043, s. 2022 as amended by DepEd Order No. 046, s. 2022)



Republic of the Philippines  
**Department of Education**

**ANNEX D**

**TRAVEL AUTHORITY FOR PERSONAL TRAVEL**

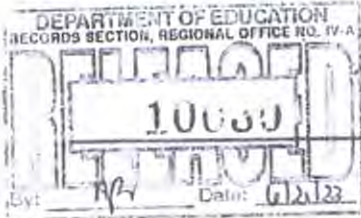
<b>NAME</b>	
<b>Position/Designation</b>	
<b>Permanent Station</b>	
<b>Inclusive Dates</b>	
<b>Destination</b>	
<i>I hereby certify that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
_____	_____
Name and Signature of Requesting Employee	Date
Recommending Approval:	
_____	_____
Name and Signature of Schools Division Superintendent	Date
APPROVED:	
<b>ATTY. ALBERTO T. ESCOBARTE, CESO II</b> Regional Director	_____
	Date

(ANNEX D of DepEd Order 043, s. 2022 as amended by DepEd Order No. 46, s.2022)



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

Date: 06/21/2023  
Time: 02:49 PM  
By: ICT JL



16 June 2023

**Regional Memorandum**

No. 338 s. 2023

**DISSEMINATION OF MODIFIED TEMPLATES ANNEXES  
A AND D FOR TRAVEL AUTHORITY**

To **Schools Division Superintendents  
All Others Concerned**

1. With reference to the application for foreign and local travel (official/personal), this Office modified the forms for Annexes A (Travel Authority for Official Travel) and D (Travel Authority for Personal Travel) for uniformity in the submission of the said forms.
2. Enclosed are approved copies of the modified forms to be used effective June 19, 2023.
3. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

nlk  
ROA/P2



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



Certificate No. PHP QMS  
22 93 0085



Republic of the Philippines  
Department of Education

*(Handwritten initials/signature)*

**ANNEX A**

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>NAME</b>	
<b>Position/Designation</b>	
<b>Permanent Station</b>	
<b>Purpose of Travel</b> (must be supported by attachments)	
<b>Inclusive Dates</b>	
<b>Destination</b>	
<b>Fund Source</b>	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
_____	_____
Name and Signature of Requesting Employee	Date
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein:</i>	
_____	_____
Name and Signature of Schools Division Superintendent	Date
<b>Recommending Approval:</b>	
<b>ATTY. ALBERTO T. ESCOBARTE, CESO II</b> Regional Director	_____
	Date
<b>APPROVED:</b>	
_____	_____
Name and Signature of Approving Authority	Date



Republic of the Philippines  
Department of Education

*Handwritten signatures and initials*

**ANNEX D**

**TRAVEL AUTHORITY FOR PERSONAL TRAVEL**

<b>NAME</b>	
<b>Position/Designation</b>	
<b>Permanent Station</b>	
<b>Inclusive Dates</b>	
<b>Destination</b>	
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
_____	_____
Name and Signature of Requesting Employee	Date
Recommending Approval:	
_____	_____
Name and Signature of Schools Division Superintendent	Date
APPROVED:	
<b>ATTY. ALBERTO T. ESCOBARTE, CESO II</b> Regional Director	_____
	Date

(ANNEX D of DepEd Order 043, s. 2022 as amended by DepEd Order No. 46, s. 2022)