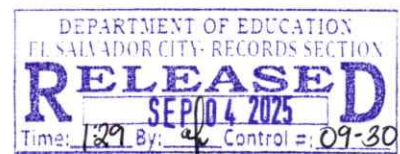




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 4, 2025

DIVISION MEMORANDUM

No. 301, s. 2025

TRAVEL GUIDELINES OF DIVISION OFFICE
TEACHING/NON-TEACHING PERSONNEL INCLUDING OFFICIALS

To: All Division Office Personnel
All Public Elementary & Secondary School Heads
All Public Teachers
All Nonteaching Personnel in Schools
This Division

1. On the basis of DepEd Order No. 46, s. 2022, it is hereby reiterated regarding travel guidelines of people in DepEd, Division of El Salvador City.

Office/Position	Recommending Authority	Approving Authority
Division Office Chiefs	ASDS	SDS
D.O. Personnel	ASDS	SDS
School Head	ASDS	SDS
Teaching Personnel, and Nonteaching Personnel in Schools (for destination within the Division)	None	School Head
Teaching Personnel, and Nonteaching Personnel in Schools (for destination outside the Division)	School Head	SDS

2. Securing approval of a travel order requires attachment of Memo as basis for travel. The office of SDS is not responsible/accountable for any incident that may happen without an APPROVED travel order.
3. The office shall adhere to the Equal Opportunity Principle, wherein there is no discrimination on the basis of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. For information, guidance and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent