



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **09-280** s, 2025

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

INITIAL ASSESSMENTS OF TRAVEL AUTHORITIES FOR SCHOOL HEADS

1. In line with the provisions of Executive Order No. 77, s. 2019 on official travel of government personnel, the Engaged Time-on-Task Policy of the Department of Education as stipulated in DepEd Order No. 9, s. 2005, and the continuing directive to ensure strict monitoring of the whereabouts of school personnel, this Division issues the following guidelines to govern the processing of travel authorities for School Heads:

a. Initial Assessment by the PSDS – All travel requests of School Heads shall be subject to an initial assessment by the Public Schools District Supervisor (PSDS). The PSDS shall:

- i. Review the legality, necessity, and timing of the proposed travel.
- ii. Ensure that the travel does not compromise instructional time or school operations.
- iii. Affix their initials beside the signature of the Assistant Schools Division Superintendent (ASDS), who serves as the recommending authority for the travel.
- iv. Compliance with Time-on-Task Policy – School Heads must ensure that official travel does not interfere with the delivery of instruction and the required number of school days. Proper delegation of responsibilities must be arranged to maintain uninterrupted school operations.
- v. Monitoring of Personnel Whereabouts – All schools are directed to maintain a visible and updated Attendance Bulletin Board reflecting the daily presence and whereabouts of all personnel. School Heads must inform their PSDS of their travel schedule and designate an Officer-in-Charge during their absence.
- vi. Accountability – Failure to comply with the above provisions shall be subject to appropriate administrative action in accordance with



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Civil Service Commission and Department of Education rules and regulations.

2. For immediate dissemination and strict compliance.


MANUEL O. CABERTE
Schools Division Superintendent

Encl: None

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

INITIAL ASSESSMENT

TRAVEL AUTHORITY

SCHOOL HEADS

CID/raalburo

09/12/25