



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



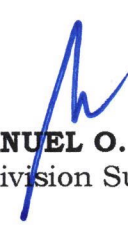
DIVISION MEMORANDUM

No. **06-178** s. 2026

To: All Division Chiefs  
Public Schools District Supervisors  
Unit Heads  
All Concerned  
This Division

UPDATED GUIDELINES ON THE ROUTING, INITIALING, AND APPROVAL OF TRAVEL  
AUTHORITIES AND ITINERARIES OF TRAVEL

1. Effective immediately, all requests for official travel must be submitted with an attached Itinerary of Travel and supporting financial documents. To ensure strict fiscal accountability, all Travel Authorities must be initialed by the Budget Officer in the name of Schools Division Superintendent prior to final approval.
2. Every Travel Authority routed for approval must include:
  - a. Itinerary of Travel – detailing daily destinations, means of transportation, and estimated per diems.
  - b. Approved Travel/Office Order – or invitation/memorandum calling for the event
3. All documents must be forwarded to Budget Unit to verify fund availability and cost projections. Once verified and initialed by the Budget Officer, the documents will be forwarded to the Office of the Schools Division Superintendent for final review and approval.
4. Strict compliance with these routing procedures is expected from all personnel to ensure transparency and proper allocation of division funds.
5. Immediate and widest dissemination of this Memorandum is desired.

  
**MANUEL O. CABERTE**  
Schools Division Superintendent

Encl/s: ~~As Stated~~

Reference/s: As Stated

To be indicated in Perpetual Index under the following subjects

**TRAVEL AUTHORITY**

**ITINERARY**

OSDS/mos  
06/16/2026



Address: Brgy. Osmeña, Dapa, Surigao del N  
Contact No.: 09190040217  
Website: sdosiaragao.com  
 siargao@deped.gov.ph



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