



Republic of the Philippines  
Department of Education  
National Capital Region  
**SCHOOLS DIVISION OFFICE OF NAVOTAS CITY**  
Bagumbayan Elementary School Compound,  
M. Naval St., Sipac, Navotas City



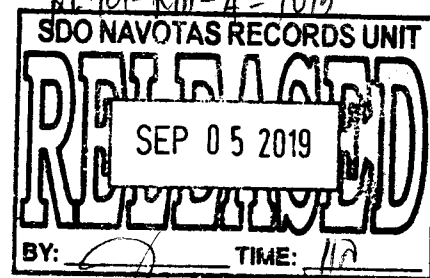
September 4, 2019

**DIVISION MEMORANDUM**

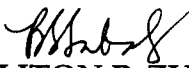
No. 050, s. 2019

**GUIDELINES ON OFFICIAL LOCAL TRAVELS IN THE DEPARTMENT OF  
EDUCATION**

To: OIC-Assistant Schools Division Superintendent  
Chief, Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisor  
Division Office Staff/Personnel  
Public Elementary, Secondary and Senior High School Principals  
All others concerned



1. Attached is DepEd Order No. 022 s. 2019 dated September 2, 2019 entitled **GUIDELINES ON OFFICIAL LOCAL TRAVELS IN THE DEPARTMENT OF EDUCATION**, which is self-explanatory for the information and guidance of all concerned.
2. Immediate dissemination of and strict compliance of this Order is desired.

  
**MELITON P. ZURBANO**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

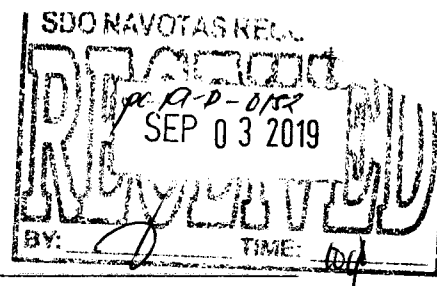
To be indicated in the perpetual Index under the following subjects:

AUTHORITY	EMPLOYEES
BUREAUS AND OFFICES	RULES AND REGULATIONS
EXPENSES	OFFICIALS

TRAVEL



Republic of the Philippines  
**Department of Education**



02 SEP 2019

DepEd ORDER  
No. **022**, s. 2019

**GUIDELINES ON OFFICIAL LOCAL TRAVELS IN THE DEPARTMENT OF EDUCATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Section 21 of Executive Order No. 77, s. 2019 dated March 15, 2019 entitled **Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel**, this DepEd Order is hereby issued to adopt and conform to its provisions and to reiterate and/or amend existing policies, guidelines and procedures on official local travels of its officials and employees. The guidelines on foreign travels shall be issued separately.
2. For more information, please contact the Office of the Assistant Secretary for Finance through email address [asec.financebpm@deped.gov.ph](mailto:asec.financebpm@deped.gov.ph) or through telephone nos. at (02) 637-4611 and (02) 633-8925.
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:  
As stated

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

AUTHORITY  
BUREAUS AND OFFICES  
EXPENSES  
OFFICIALS  
TRAVEL  
EMPLOYEES  
RULES AND REGULATIONS

MCLAL, DO Guidelines on Official Travels in the DepEd  
0571 - August 13, 2019