



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

10-582

2024-10-21

Office of the Schools Division  
Superintendent

OCT 21 2024

**MEMORANDUM**

No. **297**, s. 2024

**FOREIGN TRAVEL OF TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC-Chief Education Supervisor, SGOD  
Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. Attached is the **ORD-2024-1043**, titled **Foreign Travel of Teaching Personnel**, for the information, guidance and appropriate action of all concerned.
2. Attention is invited to paragraph nos. 2 to 6, for reference and guidance.
3. Immediate and wide dissemination of this Memorandum is earnestly desired.

*Violeta M. Gonzales*  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

References: As stated  
Encl. Annex A.

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

TRAVEL VACATION LEAVE

AMF/ FOREIGN TRAVEL OF TEACHING PERSONNEL  
**297**/October 21, 2024

NUM-2024-297

297



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Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



ADMIN

**Regional Memorandum**  
 ORD-2024-1043

10-15-24  
 October 7, 2024

To : Schools Division Superintendents  
 Heads, Public Schools

BY: EVELYN N. RINCAL  
 DATE: 9:00

**FOREIGN TRAVEL OF TEACHING PERSONNEL**

1. It has been observed that despite previous Regional Memorandum there has been a considerable number of teaching personnel who are applying for authority to travel abroad for vacation or personal reasons during the school year and covering school days.
2. It should be noted that travel abroad for personal reasons during working days is a vacation leave which approval is discretionary on the part of the approving authority pursuant to *Section 52 of the Omnibus Rules on Leave*, to wit:

*Sec. 52. Approval of vacation leave. – Leave of absence for any reason other than illness of an official or employee or of any member of his immediate family must be **contingent upon the needs of the service**. Hence, the grant of vacation leave shall be at the **discretion of the head of department/agency**. (underlining and bold supplied)*

3. Having been designated by DepEd Order No. 46, s. 2022 as the approving authority on applications for foreign travel for personal reasons, this Office, in the exercise of discretion, hereby advise all teaching personnel that **travel abroad for personal reasons** shall only be allowed during holidays, summer vacation, weekends or any day provided that it **does not fall within school days**.
4. It is reminded that teachers are not entitled to the usual vacation and sick leave credits but to the proportional vacation pay (*Section 6, CSC ORL*). As such, travel abroad while on vacation leave should be availed of during vacation period regardless whether the teacher has earned service credits.
5. This directive is issued in order to prevent interruption of classes and additional burden to other teaching personnel who will take over the classes of the applicant during the period of leave.
6. Accordingly, applications for travel authority of teaching personnel for personal reasons shall be returned without action should it fall within school days.
7. For information and compliance.

**JOCELYN DR ANDAYA**  
 Director IV



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PERSONNEL UNIT / HRMO  
 Received: \_\_\_\_\_  
 Date: 10/6/24  
 Time: 9:33