



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

September 13, 2023

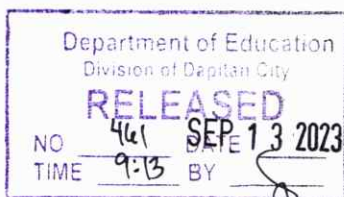
DIVISION MEMORANDUM

NO. 461 s. 2023

To: Assistant Schools Division Superintendent
CID & SGOD Chiefs, Supervisors & Specialists & Personnel
OSDS – Administrative, Finance & ICT Services Heads & Personnel
Public Schools District Supervisors / Principals In-Charge of the District
Public Elementary and Secondary School Heads
All Others Concerned

**PROCEDURES TO BE OBSERVED IN THE PROCESSING OF REQUESTS
FOR TRAVEL AUTHORITY FOR OFFICIAL TRAVEL AND VEHICLE USE**

1. In line with our commitment to ensuring fiscal responsibility and efficient financial management within the Schools Division of Dapitan City, please be advised that a streamlined procedure for the approval of Travel Authority Requests is being implemented.
2. Effective immediately, **all requests for travel authority for official travel must undergo verification by the Division Budget Officer to confirm the availability of funds before the approval and signature of the Schools Division Superintendent (SDS)**. This measure is aimed at promoting transparency and accountability in our travel authorization process.
3. **The same procedure also applies to all requests for the use of official vehicles / trip ticket of the Division**. Prior to the signature of the Administrative Officer V, as authorized by the Schools Division Superintendent, the vehicle request form and trip ticket must be stamped as “Funds Available” by the Budget Office before the approval of Schools Division Superintendent or his duly authorized representative.
4. All concerned parties are reminded to strictly adhere to this procedure. Any violation or circumvention of this policy will be subject to appropriate disciplinary action.
5. This directive is intended to ensure that travel expenses are in line with the allocated budget and that the financial stability of our division is maintained.
6. For strict implementation and widest dissemination.



DANNY B. CORDOVA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City
(065) 917-5113 dapitancity@deped.gov.ph
depeddapitancity.net fb.com/DepEdDapitanCity

