



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu Province

**Office of the Schools Division  
Superintendent**

**March 27, 2023**

**DIVISION MEMORANDUM**

No. 085, s. 2023

**REMINDERS ON THE EXISTING DIRECTIVES ABOUT FOREIGN  
TRAVEL/VACATION OF ALL GOVERNMENT OFFICIALS  
AND PERSONNEL IN THE EXECUTIVE DEPARTMENT**

**To:** Assistant Schools Division Superintendents  
Chief Education Supervisors  
Public Schools District Supervisors/District-in-Charge  
Elementary/Secondary School Heads  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of **DepEd Memorandum No. 008, s. 2018** as regards the existing policy or directives “Applying to Foreign Travels of all Government Officials and Personnel in the Executive Department”.

2. **Item 4** of the aforementioned Memorandum clearly stipulated the following:

“All DepEd officials and personnel traveling abroad for personal or private purposes without cost to the government shall comply with the following, as set forth in the directives:

- a. Appropriate travel authorization has been obtained from the agency;
- b. The requisite leave forms have been duly accomplished; and
- c. **His/her absence shall not hamper the operational efficiency of the agency**  
*(bold characters supplied).*”

3. **DECS Order No. 93, s. 1989 dated 02 October 1989 Paragraph 3** also clearly stipulated the following:

“3. In this connection, it is requested that applications of employees to travel abroad be accomplished and submitted together with the following papers/documents;

- a) Application for vacation leave on C.S. Form 6, properly accomplished. The application should state the specific purpose for the leave and the country to be visited. **The recommending official, in the first instance, e.g., the principal or immediate supervisor, is responsible for ascertaining the reasonableness of the purpose and length of leave to prevent undue expense for substitutes.**



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The application should be duly recommended and/or approved by proper authority before the effective date of leave (*bold characters supplied*).

4. It is understood that if the employee or teacher is on **vacation leave**, they are not supposed to be working for their **employer during that time or seek another employment**, regardless of whether they are in **their home country or abroad**. **Vacation leave is intended for rest and relaxation, and employees are expected to refrain from working during this time.**

5. **Sec. 62 of CSC MC No. 41, s. 1998** as amended (Omnibus Rules on Leave) clearly stipulated the following:

**“Effect of failure to report for duty after expiration of one year leave, - If an official or an employee who is on leave without pay pursuant to section 57 hereof, fails to report for work at the expiration of one year from the date of such leave, he shall be considered automatically separated from the service (*bold characters/quotation marks supplied*).”**

6. **Sec. 63 of the aforecited CSC Memorandum Circular** also stipulated:

**“Effect of absences without approved leave, - An official or an employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered **absence without official leave (AWOL)** and **shall be separated from the service or dropped from the rolls without prior notice**. However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to **circumvent the rule by incurring substantial absences** though less than thirty (30) working days in a semester, such that a pattern is already apparent, **dropping from the rolls without notice may likewise be justified**.**

If the number of authorized absences incurred is **less than thirty (30) working days**, a **written Return-to-Work Order** shall be served to him at his last known address on record. Failure on his part to report for work within the period stated in the Order shall be a valid ground to drop him from the rolls. (Amended by CSC Resolution No. 070631)

7. In this view, and in application to the above-cited policies on leave of absence, all **public schools district supervisors must conduct an inventory** in the district to check those teachers or employees who violated the terms and conditions of their leave of absence, so that they can be **declared AWOL or shall be dropped from the rolls**. **Reports must be submitted to the Division Office after five (5) calendar days from the posting of this Memo.**

8. Please see the attachments/enclosures for further details. Wide dissemination of and **strict compliance with this Memorandum** is hereby **directed**.

  
**MARILYN S. ANDALES EdD, CESO V**

Schools Division Superintendent

sds/sgod/vay/2023



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*Enclosure 1*

Republic of the Philippines  
**Department of Education**

19 JAN 2018

DepEd MEMORANDUM  
No. **008**, s. 2018

**DISSEMINATION OF MEMORANDUM FROM THE EXECUTIVE SECRETARY  
DATED 03 JANUARY 2018**

(Directives Applying to Foreign Travels of All Government Officials  
and Personnel in the Executive Department)

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

1. For the information and guidance of all concerned, enclosed is a copy of Memorandum from the Executive Secretary dated 03 January 2018, entitled **Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department**.
2. All applications and requests for approval of authorities to travel abroad of Department of Education (DepEd) officials and personnel, whether for official or personal/private purpose, shall follow existing DepEd issuances on the matter.
3. Additionally, and pending the promulgation of specific guidelines to implement the said Memorandum from the Executive Secretary, any application or request for approval of travel authorities for official travel abroad shall provide written justification following the standards set forth in the directives, specifically:
  - a. The purpose of the trip is strictly within the mandate of the requesting government official or personnel;
  - b. The projected expenses for the trip are not excessive; and,
  - c. The trip is expected to bring substantial benefit to the country.
4. All DepEd officials and personnel travelling abroad for personal or private purpose without cost to the government shall comply with the following, as set forth in the directives:
  - a. Appropriate travel authorization has been obtained from the agency;
  - b. The requisite leave forms have been duly accomplished; and
  - c. His/her absence shall not hamper the operational efficiency of the agency.
5. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

Reference:

N o n e

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

BUREAUS AND OFFICES  
EMPLOYEES  
LEAVE  
OFFICIALS  
POLICY  
RULES AND REGULATIONS  
SCHOOLS  
TRAVEL

**Office of the President  
of the Philippines  
Malacañang**

**MEMORANDUM FROM THE EXECUTIVE SECRETARY**

**TO : ALL DEPARTMENT SECRETARIES AND HEADS OF AGENCIES,  
GOVERNMENT-OWNED AND/OR – CONTROLLED CORPORATIONS  
(GOCCs) AND GOVERNMENT FINANCIAL INSTITUTIONS (GFIs)**

**SUBJECT : DIRECTIVES APPLYING TO FOREIGN TRAVELS OF ALL  
GOVERNMENT OFFICIALS AND PERSONNEL IN THE EXECUTIVE  
DEPARTMENT**

**DATE : 03 January 2018**

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To ensure compliance with the pronouncements of the President against extravagant and lavish travels abroad of government officials and personnel, all concerned officials issuing travel authorities under existing issuances are directed to strictly observe the following measures on foreign travels:

- 1) No official foreign travel of government officials and personnel shall be allowed unless it satisfies all the following minimum criteria: (a) the purpose of the trip is strictly within the mandate of the requesting government official or personnel; (b) the projected expenses for the trip are not excessive; and (c) the trip is expected to bring substantial benefit to the country.
- 2) No government official or personnel shall be allowed to depart for any travel abroad, even if such is for a personal or private purpose without cost to the government, unless such official or personnel has obtained the appropriate travel authorization from his/her agency, has duly accomplished the requisite leave forms, and his/her absence shall not hamper the operational efficiency of said agency.
- 3) All heads of agencies authorized to approve travels abroad shall, at the end of every quarter, submit a list to the Office of the President, thru the Executive Secretary, of all travel authorities they have issued for the official and personal foreign trips of their respective officials and personnel, including those in attached agencies, GOCCs and GFIs, indicating therein the names of the concerned official or employee, destination, duration of the trip, nature and purpose of the travel, total cost of travel for official trips, and a brief statement explaining how each official trip complies with the minimum criteria enumerated in sub-paragraph 1 above.

The requirement to submit quarterly lists of travel authorities issued shall also be observed by the Department of the Interior and Local Government with regard to foreign travels of local government officials.

- 4) All heads of agencies are directed to strictly enforce the requirement on submission of reports with appropriate recommendations, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken by a government official or personnel to the head of agency within thirty (30) days after his/her return to official station. In case of participation in an international conference or convention abroad in which the Philippines is represented by a delegation, a report of the delegation shall be submitted to the President thru the Secretary of Foreign Affairs thirty (30) days after the closing of the conference or convention. Any member of the delegation may submit a supplementary report.

Failure to comply with the above directives may result in the filing of administrative actions for misconduct, insubordination and other related offenses under the Civil Service Commission Revised Rules on Administrative Cases in the Civil Service and/or relevant laws, rules and regulations against the travelling official/personnel, as well as the official who unduly endorsed or approved his/her travel authority or who failed to submit the list required herein.

All heads of agencies, GOCCs and GFIs shall ensure that all their personnel are informed of the foregoing.

The herein directives shall take effect immediately.

For strict compliance.

  
SALVADOR C. MEDIALDEA

