



Republic of the Philippines  
**Department of Education**  
 Region II – Cagayan Valley  
 Schools Division of Nueva Vizcaya

22 September 2022

DIVISION MEMORANDUM  
 No. **322**, s. 2022

**REITERATION OF DEPED ORDER NO. 022, S.2019**  
**Re: Guidelines on Official Travels in the Department of Education**

To: Assistant Schools Division Superintendent  
 CID and SGOD Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors/District-In-Charge  
 Administrative Officer V  
 Elementary and Secondary School Heads  
 All Others Concerned

- In reference to DepEd Order No. 022, s.2019 *Re: Guidelines on Official Local Travels in the Department of Education*, this office would like to reiterate the following items under Section **B. Signing Authorities on Official Local Travels** of the said memorandum:
  - Using the Authority to Travel form integrated in the **Official Travel Order Processing System (OTOPS) of SDO Nueva Vizcaya**, the official local travel of the following employees shall be approved by the following:

Office/Positions	Approving Authorities	
	Recommending Approval	Approval
<b>DIVISION OFFICE</b>		
Schools Division Superintendent		<b>RD-</b> for destinations outside the Division
Assistant Schools Division Superintendent		<b>SDS</b> – for destination within the Region
	<b>SDS</b> – for destinations outside the Region	<b>RD</b> – for destinations outside the Region
Division Chief	ASDS	SDS
Below Division Chief including Public Schools District Supervisor	Division Chief/ ASDS (for those without Division Chiefs)	SDS

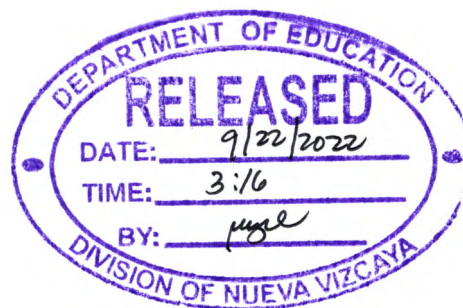


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SCHOOL		
School Head (SH)	ASDS	SDS
Teaching and non-teaching personnel		<b>SH</b> – for destinations within the Division
	<b>SH</b> – for destinations within the Region	<b>SDS</b> – for destinations within the Region
	<b>SH</b> – for destinations outside the Region	<b>SDS</b> – for destinations outside the Region

2. For information, guidance and compliance.

  
**RACHEL R. LLANA PhD, CESO V**  
 Schools Division Superintendent *f*



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