



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

09 May 2023

DIVISION MEMORANDUM
No. 149, s. 2023

ONLINE TRAVEL ORDER PROCESSING SYSTEM R7

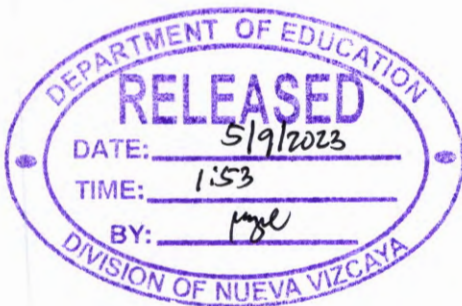
To: Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. In compliance to DepEd Order 43, s. 2022 re *Omnibus Travel Guidelines for All Personnel of the Department of Education* as amended through DepEd Order 46, 2022, the Schools Division Office through the Information and Communications Technology Unit, shall release the Online Travel Order Processing System Release 7 (OTOPS R7).
2. The system shall be available in the link <https://tinyurl.com/otopsr7>.
3. OTOPS R7 shall be utilized for official travels within the country where the approving authority is the Schools Division Superintendent (SDS). For further information, please refer to DepEd Order 46, s. 2023.
4. For information, guidance and compliance.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

By the authority of the SDS:

ATTY. JULIUS CAESAR G. DOMINGO CPA
Attorney III



References:

- DepEd Order 43, s. 2022
- DepEd Order 46, s. 2022



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	1