



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON

**TRAVEL ABROAD CHECKLIST**

TEAHUB No.: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Division: \_\_\_\_\_

OFFICIAL FOREIGN TRAVEL	PERSONAL TRAVEL
<input type="checkbox"/> Indorsement of the SDS	<input type="checkbox"/> Indorsement of the SDS
<input type="checkbox"/> Travel Authority for Official Travel (Annex A)	<input type="checkbox"/> Travel Authority for Personal Travel (Annex D)
<input type="checkbox"/> School/Division Office Clearance	<input type="checkbox"/> School/Division Office Clearance
<input type="checkbox"/> Certificate of No Pending Case from Legal Unit (Regional Office)	<input type="checkbox"/> Certificate of No Pending Case (get from the Schools Division Office, Legal Section if Non-Teaching Personnel) (get from the Regional Office, Legal Unit for Teaching Personnel)
<input type="checkbox"/> Signed invitation addressed to the requesting party from foreign host	<input type="checkbox"/> Written manifestation noted by his/her Head of Office, that his/her absence will not hamper the operational efficiency of
<input type="checkbox"/> Written Justification (D.O. No. 43 s. 2022 part IV.A No. 3)	<input type="checkbox"/> CSC Form 6 (for approval of RD)
<input type="checkbox"/> Itinerary of Travel	
<input type="checkbox"/> Approved Activity Request and Work & Financial Plan indicating that funds are earmarked for the travel expenses to incurred	
<input type="checkbox"/> Certification from Accounting Division/Section/Unit that the previous Cash Advance has been liquidated (if applying for Cash Advance)	

**Additional requirements for Division Chiefs and higher**

Special Order designating an Officer-in-Charge (if applicable) – so as not to hamper the day-to-day Operations of the Office DepEd Central Office Clearance

(for Third Level Position – RD/ARD/SDS/ASDS, etc. )

**Note:**

**\*For Personal Travel**, shall be received by Regional Office at least 15 days before departure (fund source: personal/foreign host/SEF)

**\*For Official Foreign Travel**, shall be received by Regional Office at least 35 days before departure (fund source: MOOE/local funds)

**Remarks:**

\_\_\_\_\_

\_\_\_\_\_

**Checked by:** \_\_\_\_\_



Address: Gate 2, Karangalan Village, Cainta, Rizal  
 Telephone No.: 02-8682-2114  
 Email Address: region4a@deped.gov.ph  
 Website: depedcalabarzon.ph



Certificate No. PHP QMS 22 93 0085



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON

**TRAVEL ABROAD CHECKLIST**

TEAHUB No.: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Division: \_\_\_\_\_

OFFICIAL FOREIGN TRAVEL	PERSONAL TRAVEL
<input type="checkbox"/> Indorsement of the SDS	<input type="checkbox"/> Indorsement of the SDS
<input type="checkbox"/> Travel Authority for Official Travel (Annex A)	<input type="checkbox"/> Travel Authority for Personal Travel (Annex D)
<input type="checkbox"/> School/Division Office Clearance	<input type="checkbox"/> School/Division Office Clearance
<input type="checkbox"/> Certificate of No Pending Case from Legal Unit (Regional Office)	<input type="checkbox"/> Certificate of No Pending Case (get from the Schools Division Office, Legal Section if Non-Teaching Personnel) (get from the Regional Office, Legal Unit for Teaching Personnel)
<input type="checkbox"/> Signed invitation addressed to the requesting party from foreign host	<input type="checkbox"/> Written manifestation noted by his/her Head of Office, that his/her absence will not hamper the operational efficiency of
<input type="checkbox"/> Written Justification (D.O. No. 43 s. 2022 part IV.A No. 3)	<input type="checkbox"/> CSC Form 6 (for approval of RD)
<input type="checkbox"/> Itinerary of Travel	
<input type="checkbox"/> Approved Activity Request and Work & Financial Plan indicating that funds are earmarked for the travel expenses to incurred	
<input type="checkbox"/> Certification from Accounting Division/Section/Unit that the previous Cash Advance has been liquidated (if applying for Cash Advance)	

**Additional requirements for Division Chiefs and higher**

Special Order designating an Officer-in-Charge (if applicable) – so as not to hamper the day-to-day Operations of the Office DepEd Central Office Clearance

(for Third Level Position – RD/ARD/SDS/ASDS, etc. )

**Note:**

**\*For Personal Travel**, shall be received by Regional Office at least 15 days before departure (fund source: personal/foreign host/SEF)

**\*For Official Foreign Travel**, shall be received by Regional Office at least 35 days before departure (fund source: MOOE/local funds)

**Remarks:**

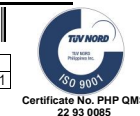
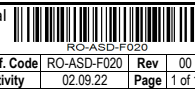
\_\_\_\_\_

\_\_\_\_\_

**Checked by:** \_\_\_\_\_



Address: Gate 2, Karangalan Village, Cainta, Rizal  
 Telephone No.: 02-8682-2114  
 Email Address: region4a@deped.gov.ph  
 Website: depedcalabarzon.ph



Certificate No. PHP QMS 22 93 0085