



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

Telefax: 631-84-92
Direct Line: 633-72-03
Trunk Line: 632-13-61 locals 2006 / 2105
E-Mail Address: asecrecb@l-next.net

JUL 25 2002

DepEd Memorandum
No. 133, s. 2002

**STRICT ADHERENCE TO THE TEN DAYS LEAD TIME REQUIREMENT IN
SUBMITTING TRAVEL PROPOSALS**

To : Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Division Superintendents

1. Enclosed for your information and guidance is a copy of the Memorandum dated July 11, 2002 from the Office of the President, reiterating compliance with the requirement of submitting requests for travel authority **not less than ten (10) working days** from the scheduled date of departure, reckoned from the date of receipt of the travel proposal.
2. In view hereof, all requests for travel authority should reach the DepEd central office at least twenty (20) days before the scheduled date of departure to allow for processing time; otherwise, said request shall be returned without action to the requesting official/employee.
3. The above requirement shall likewise apply to all requests for travel abroad whether on official business or official time, which do not require the approval of the President.
4. No exceptions to said requirement will be allowed.
5. Wide dissemination of this Memorandum is desired.


ERNESTO S. PANGAN
Undersecretary

Encl.:

As stated

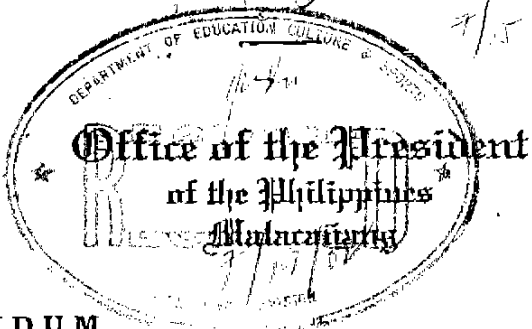
Reference:

None

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
RULES and REGULATIONS
TRAVEL



DEPARTMENT OF EDUCATION
OFFICE OF SEC. RAUL S. ROCO

RECEIVED
7/12/02

By: AYE Time: _____
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RSR/DEED/A/jur/rit
7-12-02

MEMORANDUM

TO : ALL HEADS OF DEPARTMENTS, CHIEFS OF BUREAUS AND OFFICES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS AND STATE UNIVERSITIES AND COLLEGES

RE : TEN (10)-WORKING DAY LEAD TIME REQUIREMENT IN SUBMITTING TRAVEL PROPOSALS

The Office of the President has noted with serious concern the marked complacency of some government officials in complying with the requirement of submitting requests for travel authority **not less than ten (10) working days** from the scheduled date of departure, reckoned from the date of receipt of the travel proposal.

The increasing cases of violation of this policy result in delayed processing and clogging of documents in this Office. Last-minute travel requests not only yield deep anxiety and distress on the part of the traveling personnel, but also bring undue pressure and inconvenience to the signing authorities.

In order to avoid the foregoing circumstances, the above-mentioned requirement, as hereby reiterated, shall henceforth be strictly enforced.

Non-compliance with this directive shall be sufficient ground for non-processing of the travel proposal.

By Authority of the President:

Alberto G. Romulo
ALBERTO G. ROMULO
Executive Secretary

Manila, JUL 11 2002
10-ADM
/EMM

CERTIFIED COPY:

7/14
MARIANITO M. DIMAANDAL