

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig City

February 26, 1996

DECS O R D E R
No. 17, s. 1996

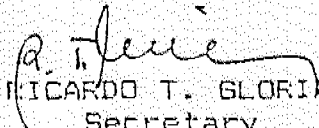
SUBMISSION OF REQUEST FOR AUTHORITY TO TRAVEL ABROAD
ON OFFICIAL TIME/BUSINESS AND TRAVEL REPORT
OF OFFICIALS AND EMPLOYEES

To: Undersecretaries
Assistant Secretaries
Bureau/Cultural Agency Directors
Regional Directors
Directors of Services/Centers and Heads of Units
Schools Superintendents
Vocational School Superintendents/Administrators

1. To ensure that official overseas travel of DECS personnel contribute to the accumulation of knowledge about educational systems of other countries which could be applied to the Philippine educational system, requests for travel abroad on official time/business should be reviewed and recommended on this basis. Accordingly, requests for official foreign travel emanating from all DECS units including field offices should be justified by relating the expected results from the travel to the needs of Philippine education. Similarly, DECS personnel returning from official foreign travel should report on their observations which should be shared with their colleagues not only in their respective areas of assignment but in other DECS offices.

2. In pursuit of this objective, all requests to travel abroad on official time/business should be supported by the inclosed request form to be accomplished by the recommending DECS officials. A travel report based on the content outline provided herein shall be submitted within 30 days after arrival of the official/employee to the Technology Transfer Unit in the Planning Service, DECS Central Office. A copy of documents, or excerpts thereof, collected from the foreign trip and deemed potentially useful to other DECS units should be submitted as part of the travel report.

3. For strict compliance.


RICARDO T. GLORIA
Secretary

Incls.:
As stated

Reference:
None

Allotment: 1-2-3--(M.O. 1-87)

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

- / BUREAUS & OFFICES
- / EMPLOYEES
- / FORMS
- / OFFICIALS
- / RULES & REGULATIONS
- / TRAVEL

**REQUEST FOR AUTHORITY TO TRAVEL ABROAD
ON OFFICIAL TIME/BUSINESS**

Date _____

NAME: _____ POSITION: _____

SCHOOL/DIVISION/OFFICE: _____

NATURE OF TRAVEL: _____

INCLUSIVE DATE OF TRAVEL: _____

COUNTRY/INSTITUTION TO BE VISITED: _____

ESTIMATED COST: _____ FUNDING SOURCE: _____

PURPOSE OF TRAVEL: _____

EXPECTED BENEFITS TO THE DECS: _____

SUBMITTED BY:

RECOMMENDED BY:

Schools Division Superintendent/
Chief, Personnel Division

Regional Director/
Assistant Secretary

APPROVED:

TRAVEL REPORT

Name: _____ Position: _____

School/Division/Office: _____

Title of Conference/
Training/Meeting Attended: _____

Inclusive Date: _____

Venue: _____

Sponsoring Organization/Country: _____

Highlights/Summary of Conference/
Training/Meeting: _____

Observations/Recommendations useful to DECS: _____

Submitted by:

Noted by:

Participant

Schools Division Supt./
Chief of Office

Note: Attach documents containing information on the country or institutions visited that can be shared with other DECS offices.