



Republic of the Philippines  
Department of Education



**Tanggapan ng Kalihim**  
Office of the Secretary

MAR 12 2009

DepED Order  
No. 23, s. 2009

**AMENDMENT TO ITEM K.3 (DOMESTIC TRAVEL FOR CENTRAL OFFICE OFFICIALS AND EMPLOYEES) OF DEPED ORDER NO. 66, S. 2008**

TO : Undersecretaries  
Assistant Secretaries  
Bureau/Center/Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned


1. In the interest of the service, Item K.3 (Domestic Travel) of DepED Order No. 66, 2008, particularly for the DepED Central Office officials and employees, is hereby amended to read as follows:

"3. Travel Authority shall be signed by the following officials:

Office/Position(s)	Up to 7 Days		More than 7 days	
	Recommending Approval	Approval	Recommending Approval	Approval
<b>a. Central Office</b>				
a.1 Undersecretary/ Assistant Secretary Director/Project Manager		Undersecretary for Finance and Administration or Secretary	Undersecretary concerned	Secretary
a.2 Division Chief	<ul style="list-style-type: none"> <li>• Director (Bureau/Service/Center)</li> <li>• Project Manager</li> <li>• Assistant Secretary concerned</li> <li>• Undersecretary concerned</li> </ul>	Undersecretary for Finance and Administration/ Undersecretary concerned	Undersecretary concerned	Undersecretary for Finance and Administration

Office/Position(s)	Up to 7 Days		More than 7 days	
	Recommending Approval	Approval	Recommending Approval	Approval
a.3 Below Division Chief	<ul style="list-style-type: none"> <li>• Division Chief</li> <li>• Director (Bureau/Service/Center)</li> <li>• Assistant Secretary concerned</li> </ul>	Assistant Secretary concerned/ Undersecretary concerned	Division Chief/Assistant Secretary concerned	Assistant Secretary concerned/ Undersecretary concerned
a.4 Immediate Staff Under the Office of the Secretary	-	Assistant Secretary (Chief of Staff)	-	Assistant Secretary (Chief of Staff)

2. Immediate dissemination of this Order is desired.

  
**JESLI A. LAPUS**  
 Secretary  
 JAL/lr  
 2/18

mgt/

Reference:

DepED Order: (No. 66, s. 2008)

Allotment: 1 - -(D.O. 50-97)

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

- AMENDMENT
- AUTHORITY
- CHANGE
- POLICY
- TRAVEL