



Republic of the Philippines
Department of Education
Central Visayas, Region VII
Province of Bohol
DIVISION OF CITY SCHOOLS
Tagbilaran City



January 16, 2015

DIVISION MEMORANDUM
No: 003 Series of 2014

**INSTITUTING MEASURES REGARDING THE TRAVEL OF SCHOOL OFFICIALS
AND EMPLOYEES**

TO: Education Program Supervisors
All Secondary and Elementary School Heads
All Concerned

1. Enclosed is the copy of Regional Memorandum No. 031, s. of 2015 entitled "Instituting Measures Regarding the Travel of School Officials and Employees, which is self explanatory.
2. Immediate dissemination and strict compliance is directed.


DR. EVANGEL M. LUMINARIAS, Ph. D, CESO V
Schools Division Superintendent 

Educating for a Strong Republic

Tel No. (038) 411-3297; (038) 235-6239; Telefax (038) 501-9449

Email Address: citydivision@yahoo.com



January 15, 2015

REGIONAL MEMORANDUM

NO. 031 s. 2015

**INSTITUTING MEASURES REGARDING THE TRAVEL OF SCHOOL
OFFICIALS AND EMPLOYEES**

TO : Schools Division/City Superintendents
Officers-in-Charge of Interim Divisions
Chiefs of the Regional Office
All Concerned

1. Pursuant to Republic Act No. 9155 otherwise known as the "Governance of Basic Education Act of 2001", the school shall be the heart of the formal education system. It is where the children learn. Schools shall have a single aim of providing the best possible basic education for all learners.

2. To provide the best quality education for all learners, all teachers shall be in the classroom and ensure that the pupils/students obtain the full benefit of the curriculum-based instruction, and enhanced capacities brought about by trainings and other competency-based growth.

3. As a matter of policy, the following measures are hereby instituted in order that teachers presence shall maximize, teacher-learner interaction and production of desired outcomes :

- a) *Lessen the time/activities of the teachers in going out of the school;*
- b) *No teacher is allowed to transact in the Regional Office without a travel order.*
- c) *The travel order or authority shall indicate that there is a replacement while the teacher is away to compensate the absence.*
- d) *Application for CSIS and Provident Loans, request for salary implementation and adjustment, ERF and reclassification shall be filed through the Liaison Officer or Principal of the school.*
- e) *All other concerns that affect the welfare of the teachers shall be addressed by the Division Office, except for cases that need the approval of the Regional Director.*
- f) *Pass slip shall be secured before going out of the school and indicate whether its official or personal.*
- g) *Other administrative and financial concerns can be done or transacted to the Regional office during Saturdays.*

4. Immediate dissemination and strict compliance is directed.

Juliet A. Jeruta
JULIET A. JERUTA, Ph.D., CESO V
Schools Division Superintendent
Officer-in-Charge

Office of the Regional Director

Regional Director's Office: Tel. nos.: (032) 231-1413, 231-1369; Telex: 44-7519, 414-7325; Asst. Regional Director's Office: (032) 256-4542;
Field Effectiveness Division: (032) 414-7328; Curriculum Learning Materials Division: (032) 414-7323;
Quality Assurance and Accountability Division: (032) 231-1171; Resource Mobilization and Special Programs and Projects Division: (032) 256-7062;
Development Division: (032) 255-5239 loc. 412; Planning, Policy and Research Division: (032) 233-9090; 414-7065;
Budget and Finance Division: (032) 256-2375; 253-8051; 414-7321
Website: <http://www.depedro7.com.ph>

" *ESU 2015: Kapangalan ng Lahat, Pananalapihan ng Lahat* "