



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

NO. 03, s. 2021

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 0674, S. 2020 ENTITLED,
DISSEMINATION ON THE DELEGATION OF SIGNING AUTHORITY
TO UNDERSECRETARY JESUS L.R. MATEO RELATING TO
REQUESTS FOR AUTHORITY TO TRAVEL ABROAD
OF OFFICIALS AND EMPLOYEES FOR
PERSONAL OR PRIVATE PURPOSE"**

To : Assistant Schools Division Superintendent/s
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Teaching and Non-Teaching Personnel
All Others Concerned

1. For the information of all concerned, enclosed is a copy of **Regional Memorandum No. 0674, s. 2020** entitled "**DISSEMINATION ON THE DELEGATION OF SIGNING AUTHORITY TO UNDERSECRETARY JESUS L.R. MATEO RELATING TO REQUESTS FOR AUTHORITY TO TRAVEL ABROAD OF OFFICIALS AND EMPLOYEES FOR PERSONAL OR PRIVATE PURPOSE**", which is self-explanatory.
2. Attention is invited to **Item No. 2**, for guidance.
2. Please refer to the enclosures of this memorandum, for details.
3. Immediate and wide dissemination of this Memorandum is hereby desired.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

1/4/2021





Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. _____, s. 2020

**DISSEMINATION ON THE DELEGATION OF SIGNING AUTHORITY TO
UNDERSECRETARY JESUS L. R. MATEO RELATING TO REQUESTS
FOR AUTHORITY TO TRAVEL ABROAD OF OFFICIALS AND
EMPLOYEES FOR PERSONAL OR PRIVATE PURPOSE**

To: Schools Division / City Superintendents
Officers – In - Charge of Regular / Interim Divisions
All Others Concerned

1. In reference to OFFICE ORDER OO-OSEC – 2020 – 033 dated December 1, 2020, this office disseminates the designation of Undersecretary, JESUS L. R. MATEO to approve and sign for and in behalf of the Secretary of Education for requests for authority to travel abroad for personal or private purpose, of all DepEd officials and employees.

2. Usec. Mateo shall sign the mentioned documents in the following manner:


By the Authority of the Secretary:

JESUS L. R. MATEO
Undersecretary

3. This Office Order also rescinds the authority of Usec. Malaluan to approve and sign said documents.

4. Attached hereto is the copy of the Office Order OO -OSEC-2020 – 033, for more details.

5. For wide dissemination, guidance, and strict compliance.


SALUSTIANO T. JIMENEZ, EdD, JD, CESO V
Director III
OIC - Office of the Regional Director



Republic of the Philippines
Department of Education

1 DEC 2020

OFFICE ORDER
OO-OSEC-2020- 033

DELEGATION OF SIGNING AUTHORITY TO UNDERSECRETARY JESUS L. R. MATEO RELATING TO REQUESTS FOR AUTHORITY TO TRAVEL ABROAD OF OFFICIALS AND EMPLOYEES FOR PERSONAL OR PRIVATE PURPOSE

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Division Chiefs
All Others Concerned

1. Section 6 of Memorandum Circular No. 35, s. 2017 issued by the Office of the President (OP) states that "no government official or employee shall be allowed to depart for any travel abroad, even if such travel is purely personal or private purpose without cost to the government, unless such official or employee has duly accomplished the requisite leave forms and has obtained the appropriate travel authorization from his or her agency."

2. The aforementioned provision is reaffirmed in the Memorandum from the Executive Secretary to all Department Secretaries and Heads of Agencies, Government-Owned and Controlled Corporations, and Government Financial Institutions dated January 03, 2018, which further explains that the absence of such official or employee traveling abroad for personal or private purpose shall not hamper the operational efficiency of the agency. The said Memorandum from Executive Secretary is disseminated in the Department of Education (DepEd) through DepEd Memorandum (DM) No. 008, s. 2018.

3. Section 7 (8), Chapter 2, Book IV, Executive Order No. 292 instituting the Administrative Code of 1987 provides that the Secretary has the power and function to delegate authority to officers and employees under his or her direction in accordance with this Code.

4. Related thereto, DepEd issued Office Order OO-OSEC-2019-038 dated April 16, 2019 delegating the authority to approve and sign, for and in behalf of the Secretary, requests for authority to travel abroad for personal or private purpose of all DepEd officials and employees to Undersecretary (Usec.) Nepomuceno A. Malaluan. In view of the assignment of supervision to Usec. Jesus L. R. Mateo over Personnel Division, Bureau of Human Resource and Organization Development, and

delegation to Usec. Malaluan is hereby rescinded and the said authority is delegated instead to Usec. Mateo, effective December 1, 2020.

5. Such requests for authority to travel abroad for personal or private purpose, of all DepEd officials and employees, for approval and signature of Usec. Mateo must be supported by duly accomplished and approved requisite leave forms and other required documents, and endorsed by the regional director for field personnel and the heads of offices for Central Office personnel. His approval of those requests shall comply with existing rules and regulations on travel abroad promulgated by the OP, the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, and/or the Department of Foreign Affairs, especially in light of the COVID-19 pandemic.

6. Usec. Mateo shall sign the said documents in the following manner:

By the Authority of the Secretary:

JESUS L. R. MATEO
Undersecretary

7. The delegation of the function herein provided shall not preclude the Secretary from signing the said documents.

8. Official foreign travels of all DepEd officials and employees shall remain to be directly approved and signed by the Secretary, pursuant to Executive Order No. 77 issued by OP on March 15, 2019.

9. Relative to this delegation, the office of Usec. Mateo shall submit to the Office of the Secretary a monthly report on all issued travel authorities for personal or private purpose of DepEd officials and employees, indicating therein the names of concerned official or employee, destination, duration of the trip, and nature and purpose of travel.

10. This Order shall remain effective until rescinded or revised.

11. Immediate dissemination of and strict compliance with this order are directed.


LEONOR MAGTOLIS BRIONES
Secretary

