



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY  
PARTIDA ELEMENTARY SCHOOL

Office of the Principal

February 26, 2020

SCHOOL MEMORANDUM

No. 013 S. 2020

TO: Teaching Personnel  
All Others Concerned

**REITERATION OF THE NO TRAVEL AUTHORITY,  
NO ACCOMODATION POLICY OF THE REGION**

1. As stipulated in item B.2 of DepEd Order No. 22, s. 2019 entitled Guidelines on Official Local Travels in the Department of Education, official local travels of SDO personnel and schoolheads shall be approved by the Schools Division Superintendent (SDS). Also, official local travels of teaching and non-teaching personnel within and outside the region shall be approved by the SDS.
2. Likewise, in attach Regional Memorandum No. 10, s. 2020, DepEd Region III reiterates the **"NO PERSONAL FOLLOW-UP OF PAPERS/REQUEST OF TEACAHERS AND EMPLOYEES OF DEPED REGION III"** indicated in Regional Unnumbered Memoranda dated February 13 and May 28, 2009 in compliance with the Time-on-Task Policy of Department.
3. The SDO office has designated liaison officers for the schools division to the regional office. Item d of said Memorandum is hereto restated for emphasis:  
*d. Except for justifiable reason, personal follow-up of application/request may be allowed, provided that:*
  1. *the Schools Division Superintended (SDS) shall issue authority to travel to the concerned employee, allowing him/her to transact business to the Regional Office. The no travel authority, no accommodation policy shall be strictly enforced, and;*
  2. *the designated Liaison Officer cannot perform his/her assigned task due to unavoidable circumstances.*
4. The teaching and non-teaching personnel identified in d.1 shall secure travel authority from SDS. Except for justifiable circumstances, request for approval of travel authority shall be submitted to the SDO-Records Section at least three (3) days before the travel.



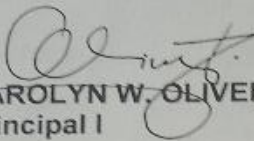
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5. For information and guidance.

  
**CAROLYN W. OLIVEROS**  
Principal I



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Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

**REGIONAL MEMORANDUM**

No. 010 s. 2020

DATE: \_\_\_\_\_  
**R**  
JAN 10 2020  
BY: \_\_\_\_\_ *M*

**TO :** ALL SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** The Directorate

**SUBJECT :** Regional Policy on No Individual Follow-up of Papers/Request in the Regional Office

**DATE :** January 8, 2020

This Office reiterates the implementation of its issued Unnumbered Memoranda regarding "No Personal follow-up of papers/request of teachers and employees of DepEd Region III", dated February 13, 2009 and May 28, 2009. In compliance to the Time-On-Task policy of the Department, Schools Division Offices and the concerned Liason Officers must comply with the following:

- a. Submit to the Regional Office the name of Designated Liason Officer of the Schools Division Office;
- b. Designated Liason Officer of the Schools Division Office shall ensure that documents and/or request of teachers are forwarded to the Regional Office;
- c. Designated Liason Officer of the Schools Division Offices may submit and/or follow-up application request of teachers and non teaching personnel once (1) a week or as the need arises with the authority of the Schools Division Superintendent or his/her authorized representative; and
- d. Designated Liason Officer of Schools Division Offices shall be accountable for the delay of processing of documents/request, if the delay is due to the fault and negligence of the concerned Liason Officer.



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph





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The Regional Office shall have the following policies regarding this matter:

- a. The Administrative Division shall issue Identification Cards to the designated Official Liaison Officer of the Schools Division Office;
- b. Records Section Staff shall receive/release documents/request to Liaison Officer only except for one authorized by the Schools Division Superintendent;
- c. Regional Office staff shall not entertain personal follow-up of application/request
- d. Except for justifiable reason, personal follow up of application/request, may be allowed, provided that:
  1. The Schools Division Superintendent (SDS) shall issue authority to the concerned employee, allowing him/her to transact business to the Regional Office. The no travel authority, no accommodation policy shall be strictly enforced, and;
  2. The designated Liaison Officer cannot perform his/her assigned task due to unavoidable circumstances.

This Memorandum shall take effect immediately.

**NICOLAS T. CAPULONG, PhD, CESO V**  
Director III  
Officer-in-Charge  
Office of the Regional Director

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