



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 9, 2026

DIVISION MEMORANDUM

No. **522**, s. 2026

**CONTINGENCY PLAN DURING TRAVEL ABROAD FOR TEACHING
PERSONNEL TEMPLATE**

To: **Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned**

1. Attached is a copy of Regional Memorandum No. 882 s. 2026, titled **“CONTINGENCY PLAN DURING TRAVEL ABROAD FOR TEACHING PERSONNEL TEMPLATE”**, the content of which is self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.


FELICIANO C. BUENAFE JR. CESO V
Schools Division Superintendent

Reference: As stated
Encl.: as stated
To be indicated in the Perpetual Index
under the following subjects:

POLICY

REQUIREMENTS

TEACHERS

RFD/mtb



Poblacion, Numancia, Aklan

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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

SEP 02 2026

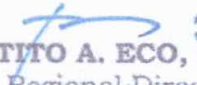
REGIONAL MEMORANDUM

No. 082 s. 2026

**CONTINGENCY PLAN DURING TRAVEL ABROAD FOR TEACHING
PERSONNEL TEMPLATE**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is the Contingency Plan During Travel Abroad for Teaching Personnel Template, which shall form part of the documentary requirements for requests for personal travel abroad of teaching personnel.
2. The template may be accessed and downloaded through this link:
<https://tinyurl.com/ytybu9re>.
3. Immediate dissemination of and compliance with this Memorandum are desired.


CRISTITO A. ECO, CESO III
Regional Director

Encl.: As stated
Reference: none
To be indicated in the Perpetual Index
under the following subjects:

POLICY
REQUIREMENTS
TEACHERS

EGD/ASD- RM-Contingency Plan for Travel Abroad Template
050/September 1, 2026



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

CONTINGENCY PLAN DURING TRAVEL ABROAD FOR TEACHING PERSONNEL

Part I.

Name of Teacher: _____

Position: _____

School: _____

Period of Travel: _____

A. Purpose

To ensure the continuity of school services and completion of assigned tasks during my temporary absence due to travel abroad.

B. Duties and Responsibilities Turned Over

SAMPLE ONLY

Class Schedule (Day and Time)	Teaching Load/Subjects Handled	Expected Classroom Activities	Materials/ Reference to be turned Over	Conformed by the Teacher-Reliever: I certify that the assigned class schedule does not conflict with my existing teaching load.
August 27, 2026 8:00-9:00 am	English 9	Present the Introduction of the lesson Conduct Language Drills	Lesson Plan Teacher made drill activity	Name and Signature
August 27, 2026 10-11	English 10	Facilitate the Group activity 1 for the Performance task	Handouts/PPT	Name and Signature
August 27, 2026 11-12	English 8	Check the formative assessment 1 and 2	PPT/Drill Activity Sheet 2 Lesson	Name and Signature

C. Contact Information

For urgent concerns, I may be reached through:

Mobile No.: _____

Email Address: _____

Prepared by:

Teacher

Date: _____

Checked and Approved by:

School Head



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Part II.

CERTIFICATION

I certify that the absence of Mr./Ms. _____,
(Name) (Position) (School)

will not hamper the continuous delivery of educational services during his/her travel abroad.

This certification is issued upon the request of Mr./Ms. _____ for his/her application to travel abroad with pay/without pay to _____ with inclusive dates from _____ to _____.

Issued this _____ day of _____ 202_ at _____.

School Principal

Position

Date:

Approved by:

Schools Division Superintendent

Date: _____