



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

September 14, 2026

DIVISION MEMORANDUM

No. **530**, s. 2026

REMINDER ON STRICT ADHERENCE TO OFFICIAL TRAVEL GUIDELINES

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

In line with the provisions of Executive Order No. 77, s. 2019 and DepEd Order No. 043, s. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education), and consistent with existing Commission on Audit (COA) rules on the allowability, necessity, and reasonableness of expenditures, all personnel are hereby reminded to observe proper compliance with official travel guidelines.

This reminder is being issued to ensure that all travel-related transactions are properly documented, compliant with existing rules, and defensible during audit, and to help avoid possible audit observations or disallowances.

1. Adherence to Approved Travel Dates

Personnel are kindly advised to strictly observe the inclusive dates indicated in the approved Authority to Travel (ATT).

Actual travel should be aligned with the schedule of activity indicated in the memorandum or travel authority, taking into consideration whether such schedule is inclusive or exclusive of travel time.

Unnecessary early departure or late return beyond what is reasonably required for the conduct of official duties is discouraged.

2. Deviations from Approved Travel Dates

Deviations from the travel dates indicated in the approved Authority to Travel (ATT) shall be considered exceptions and should only be made when justified by circumstances beyond the control of the traveler or by legitimate operational necessity.

Acceptable reasons may include, but are not limited to:

- Flight cancellations, delays, or rescheduling by the carrier;
- Suspension or disruption of transportation services;
- Weather disturbances, natural calamities, public emergencies, or other fortuitous events affecting travel;
- Changes in the schedule of the officially authorized activity; and
- Other analogous circumstances as may be determined by the approving authority.

Any deviation from the approved travel dates shall be supported by a written explanation and appropriate documentary evidence, such as airline advisories, cancellation notices, revised itineraries, memoranda on schedule changes, or other relevant documents.



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Personnel are reminded that adjustments to travel schedules for reasons of personal convenience should be avoided. While airfare considerations may be taken into account in travel planning, a lower airfare alone shall not automatically justify the extension or advancement of travel dates, particularly when such adjustment results in absences during regular working days. Claims of cost savings shall be supported by verifiable documentation, including time-stamped airfare quotations, screenshots obtained at the time of booking, or similar evidence, and shall remain subject to evaluation by the concerned approving and processing offices.

Requests and claims arising from deviations from approved travel dates that are not adequately justified or supported by the required documentary evidence may be returned for compliance or may not be recognized as allowable travel expenses in accordance with existing laws, rules, regulations, and applicable auditing standards.

3. Avoidance of Personal Activities During Official Travel

All personnel are enjoined to ensure that official travel is undertaken strictly for official purposes.

The conduct of personal activities, side trips, or unnecessary extensions that are not related to the official function is strongly discouraged. This is to maintain the integrity and focus of official duties without the interference of personal matters as emphasized in the DepEd Central Office Memorandum dated April 30, 2025, disseminated through Division Memorandum No. 285, s. 2025 dated June 17, 2025.

Pursuant to Section 19 of EO 77, s. 2019, all forms of travel junkets are strictly prohibited. Travel circumstances indicating that a trip is primarily intended for personal purposes may result in the travel, in whole or in part, not being recognized as official, without prejudice to any audit action or evaluation by the Commission on Audit (COA).

All personnel are reminded that official travel must be necessary, reasonable, economical, properly authorized, and undertaken solely in the interest of the service. Prudence in the use of government resources and complete documentation of travel-related transactions are expected at all times

For information, guidance, and strict compliance.


FELICIANO C. BUENAFE JR. CESO V
Schools Division Superintendent

Enclosure: None

Reference: As stated

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

POLICY

TRAVEL

MAJ/ARLN