



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CARAGA Administrative Region  
Schools Division Office of Surigao City



RECORDS  
File

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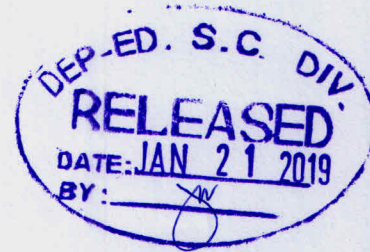
January 21, 2019

**DIVISION MEMORANDUM**


No. 15 s. 2019

**SIGNATORIES IN THE REGIONAL OFFICE ON REQUEST FOR TRAVEL AUTHORITY**

To: Assistant School Division Superintendent  
Chief- SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Division Office Unit Heads  
Teaching and Non-Teaching Personnel  
***This Division***



1. As per Regional Memorandum No.008, s. 2019 dated January 10, 2019, it is clearly stated that for a more proper and effective monitoring of the activities concerning the attendance of officials and employees of DepEd Caraga to seminars, workshops, conferences, etc., the signatories indicating approval of all requests for authority to travel outside of the Region but within the country are as follows:
  - a. FOR TRAVELS OF ALL TEACHING AND TEACHING RELATED OFFICIALS AND EMPLOYEES UP TO **SALARY GRADE 13 (SG 13)**;  
***-The Assistant Regional Director***
  - b. FOR TRAVELS OF ALL NON-TEACHING OFFICIALS AND EMPLOYEES UP TO **SALARY GRADE 20 (SG 20)**;  
***-The Chief Administrative Officer of the Administrative Services Division***
  - c. FOR TRAVELS OF ALL TEACHING, TEACHING RELATED OFFICIALS AND EMPLOYEES FROM **SALARY GRADE 14 AND ABOVE** AND ALL NON-TEACHING OFFICIALS AND EMPLOYEES FROM **SALARY GRADE 21 AND ABOVE**;  
***-The Regional Director***
2. For wide dissemination and compliance.

  
GILDA G. BERTE, PhD, CESO VI  
School Division Superintendent