



Republic of the Philippines
Department of Education

REGION VIII
 SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

April 4, 2023

DIVISION MEMORANDUM

No. 0016, s. 2023

IMPLEMENTATION OF “NO TRAVEL ORDER, NO TRANSACTION POLICY” AND REVISED SIGNING AUTHORITIES FOR OFFICIAL LOCAL TRAVELS

To: Assistant Schools Division Superintendent
 Chiefs, Functional Divisions
 Unit Heads
 All others concerned.

1. DepEd Order No. 001, s. 2023 *Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities*, dated January 9, 2023 provides the revised signing authority for Official Local Travels, .
2. Pursuant to item D (d), of DepEd Order No. 001, s. 2023, the following are the revised authorized signatories for Official Local Travels for School Level:

Office/ Position	Recommending Authority	Approving Authority
1. School Head (SH)	Assistant Schools Division Superintendent	Schools Division Superintendent
2. Teaching personnel, and Non-Teaching personnel (for destination within the Division)	None	School Head
3. Teaching personnel and Non-Teaching personnel (for destination outside the Division)	School Head	Schools Division Superintendent

3. Public and Private Schools shall be subject to the “No Disruption of Classes Policy” stipulated in DepEd Order No. 9, s. 2005 titled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*. Thus, this Office shall strictly implement **“NO TRAVEL ORDER, NO TRANSACTION POLICY”**.

4. For information and strict compliance.

GAUDENCIO C. ALJIBE, JR. PhD, CESO VI
 OIC-Schools Division Superintendent



Address: Mabini St., Brgy. Acacia (Pob.), Catarman, Northern Samar, 6400
 Tel. Nos: (055) 500 9801
 email: northensamar@deped.gov.ph
 website: [https:// www.northensamar.deped.gov.ph](https://www.northensamar.deped.gov.ph)

