



January 10, 2019



REGIONAL MEMORANDUM
No. 608 s. 2019

SIGNATORIES IN THE REGIONAL OFFICE ON REQUESTS FOR TRAVEL AUTHORITY

TO: All Schools Division Superintendents
Assistant Schools Division Superintendents
Education Program Supervisors
School Heads
All others concerned

1. 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:

FOR TRAVELS OF ALL TEACHING AND TEACHING RELATED OFFICIALS AND EMPLOYEES **UP TO SALARY GRADE 13 (SG 13);**

- The Assistant Regional Director

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

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. Immediate dissemination of this Regional Memorandum is enjoined.


FRANCIS CESAR B. BRINGAS
OIC-Regional Director

Reference: None

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

AUTHORITY EMPLOYEES OFFICIALS TRAVEL

ASD/rlo/jan. 10, 2019

