



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 378, s. 2026

15 JUN 2026

**DELEGATION OF SIGNING AUTHORITY OF THE CIVIL SERVICE FORM NO. 6
(APPLICATION FOR LEAVE) PURPOSELY FOR PERSONAL FOREIGN TRAVEL
ABROAD OF THE SCHOOLS DIVISION OFFICE TEACHING AND NON-
TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Secondary School Heads
Public Elementary Schools Heads
All Others Concerned

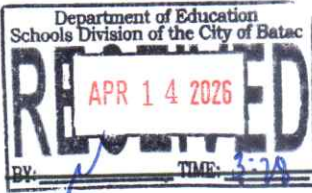
1. This office hereby disseminates Regional Memorandum No. 447, s. 2026, entitled Delegation of signing authority of the Civil Service Form No. 6 (Application for Leave) purposely for personal foreign travel abroad of the Schools Division Office teaching and non-teaching personnel.
2. A copy of the said Regional Memorandum is hereby attached for perusal.
3. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference: RM 447, s. 2006
To be included in the Perpetual Index
Under the following subject:

ASSESSMENT OFFICIALS EVALUATION OFFICERS

OSDS HRMU JMP/Reiteration of RM 447, s. 2026
035/June 11, 2026



Republic of the Philippines
Department of Education
REGION I

REGIONAL MEMORANDUM
No. 447, s. 2026

DELEGATION OF SIGNING AUTHORITY OF THE CIVIL SERVICE FORM NO. 6 (APPLICATION FOR LEAVE) PURPOSELY FOR PERSONAL FOREIGN TRAVEL ABROAD OF THE SCHOOLS DIVISION OFFICE TEACHING AND NON-TEACHING PERSONNEL

To: All Schools Division Superintendents
All Others Concerned

1. Pursuant to DepEd Memorandum No. 091, s. 2022 (*Delegation of Signing Authority to Regional Directors on the Approval of Travel Authority for Personal Travel Abroad*), Regional Directors are given authority to sign the approval of authorities to travel abroad for personal vacation leave for all teaching and non-teaching personnel in the field.
2. To fast track the processing of Form 6 or attachment to personal foreign travel, all Schools Division Superintendents/Officers-In-Charge, Office of the Schools Division Superintendent are hereby designated and authorized to sign in the approval portion.
3. Consequently, all recommendations shall be signed by the Assistant Schools Division Superintendents.
4. Please be guided accordingly.


ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

Encl.: As Stated
Reference: None

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

ASSESSMENT EVALUATION OFFICIALS OFFICERS

AD/PS/hfa/RM_DelegationSigningAuthorityForm6PersonalForeignTravelAbroad

April 14, 2026