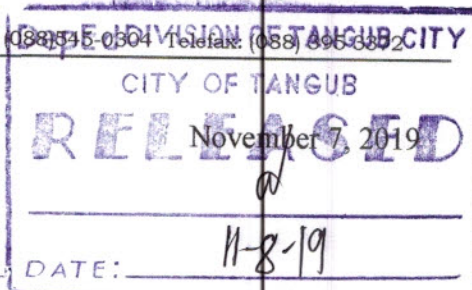




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
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**DIVISION MEMORANDUM**  
No. 316, s. 2019

### **GUIDELINES ON THE TRAVEL OF TEACHERS TO REGIONAL AND NATIONAL TRAININGS**

To: Curriculum Implementation Division  
School Governance & Operations Division  
Elementary and Secondary School Heads  
SICs/TICs  
This Division

1. This office has come up with Guidelines on the Travel of Teachers to Regional and National Trainings
2. The following are to be observed:
  - 2.1 The HRTD through the Program Holder will inform the School Head of the teacher to be recommended to attend the training to check for availability of funds for the travel.
  - 2.2 If the School Head allows the teacher to attend the training, the HRTD will then make a memo of the travel reflecting the name of the teacher and his/her school
  - 2.3 The teacher can travel only, when he/she has the following papers:
    - 2.3.1 Division Memorandum
    - 2.3.2 Authority to Travel
3. For compliance and guidance.

  
**DR. AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent