



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

16 APR 2026

DIVISION MEMORANDUM

No. 202, s.2026

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

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Elementary and Secondary Schools Heads
 Section/Unit Heads (Personnel Unit & Records Unit)
 All Others Concerned

1. DepEd Memorandum No. 091, s. 2022 provides that Regional Director 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. Pursuant to this, Regional Memorandum No. 447, s. 2026 was issued to fast track the processing of Civil Service Form No. 6 as attachment to personal foreign travel for teaching and non-teaching personnel.
3. All Form 6 attachments for personal foreign travel shall now be approved by the Schools Division Superintendent with recommending approval by the Assistant Schools Division Superintendent.
4. Documents submitted prior to this issuance shall still be processed without need for changes. School heads are advised to double check the documents for necessary changes.
5. For information, guidance, and widest dissemination.

VILMA D. EDA, CESO V
 Schools Division Superintendent

osds/aov/krt



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Republic of the Philippines
Department of Education
 REGION I



2604-526 EUGA

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
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



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