



Foreign Travel Authority Request on Official Time or Official Business

Office or Division:		Human Resource Non-Teaching Unit		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		DepEd SDO, QC Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of endorsement from school head (2 copies)			Requesting Party	
2. Letter of Intent (3 copies)				
3. Certificate of departure (3 copies)				
4. Justification for travel with template – explaining the purpose of the trip, projective expenses are not excessive and the trip is expected to bring substantial benefit to the country (3 copies)				
5. OIC letter/substitute teacher with conforme of designate OIC (3 copies)				
6. Travel Authority/Request Form A (DO No. 43 s. 2014) (3 originals)			HR Non-Teaching Unit	
7. Certificate of No Pending Case (3 originals)				
8. Profile (3 originals)				
9. Invitation (3 copies)			Requesting party	
10. Program of Activities (3 copies)				
11. Itemized Budget/Estimated Cost (3 copies)				
12. Curriculum Vitae (3 copies)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirement s within the prescribe timeline to Personnel Unit	1.1. Receive and check for the completeness of submitted documentary requirements and accuracy of the travel details.	None	10 minutes	Records Section
	1.2. If incomplete submission, coordinate with concerned office/ personnel to request lacking documents and/or confirm any inconsistencies	None	1 day	HR Non-Teaching Unit Staff
	1.3. If complete and accurate, prepare the necessary additional requirements and provide appropriate action	None	15 minutes	HR Non-Teaching Unit Staff
	1.4. Forward request to Administrative Section for approval	None	20 minutes	HR Non-Teaching Unit Staff
	1.5. Forward request to ASDS Office for approval	None	1 day	Administrative Section Staff
	1.6. Forward request to SDS Office for approval	None	1 day	ASDS Office Staff
	1.7. Release the signed endorsement and documents to DepEd NCR	None	1 day	Records Section Staff
2. Receive approved travel documents	2.1. Release the approved travel request to client	None	2 weeks	Records Section Staff
TOTAL		None	2 weeks, 4 days, & 45 minutes	