

**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)	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)	Requesting Party
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)	7. Certificate of No Pending Case (3 originals)	8. Profile (3 originals)	HR Non-Teaching Unit
9. Invitation (3 copies)	10. Program of Activities (3 copies)	11. Itemized Budget/Estimated Cost (3 copies)	12. Curriculum Vitae (3 copies)	Requesting party
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documentary requirements 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	