

## 2. Preparation of Local Authority to Travel

Ensures proper preparation of request for Local Authority to Travel of all SDO Personnel and School-Based Personnel while following guidelines in DepEd Order No. 8 s.2021

<b>Office or Division:</b>		Administrative Services – General Services		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government (G2G)		
<b>Who may avail:</b>		SDO Personnel, School-Based Personnel		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Authority to Travel Form 2. Request letter of travel 3. Memorandum (if available)		SDO Personnel, School-Based Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request for Travel Authority	1.1 Receives and checks submitted request for Travel Authority (attachment/s needed if any)	None	1 minute	Administrative Aide VI – Admin Services
	1.2 Prepares Travel Authority	None	5 minutes	Administrative Aide VI – Admin Services
	1.3 Forward Travel Authority for appropriate action (hard copy and/or via email)	None	30 minutes	Administrative Aide VI – Admin Services / Administrative Aide VI – Office of the ASDS / Admin Assistant III

				– Office of the SDS
2. Receive s approve d Authorit y to Travel (hard copy and/or via email)	2.1 Furnish a copy and release approved Authority to Travel (hard copy and/or via email)	None	2 minutes	Administrative Aide VI – Admin Services / SDO Personnel / School-Based Personnel
<b>TOTAL:</b>			<b>38 minutes</b>	