



Republic of the Philippines  
Department of Education  
REGION VIII-EASTERN VISAYAS  
SCHOOLS DIVISION OF BORONGAN CITY  
San Fernando St., Brgy.G, Borongan City, Eastern Samar

# ONLINE TRAVEL ORDER APPLICATION SYSTEM (eTravel Order) *User Manual*

INFORMATION TECHNOLOGY SERVICES (OSDS)  
PLANNING & RESEARCH SECTION (SGOD)

DepEd-Division of Borongan City

San Fernando St., Brgy.G, Borongan City, Eastern Samar

Email: [borongancity.itservices@deped.gov.ph](mailto:borongancity.itservices@deped.gov.ph); Contact: 09165295660

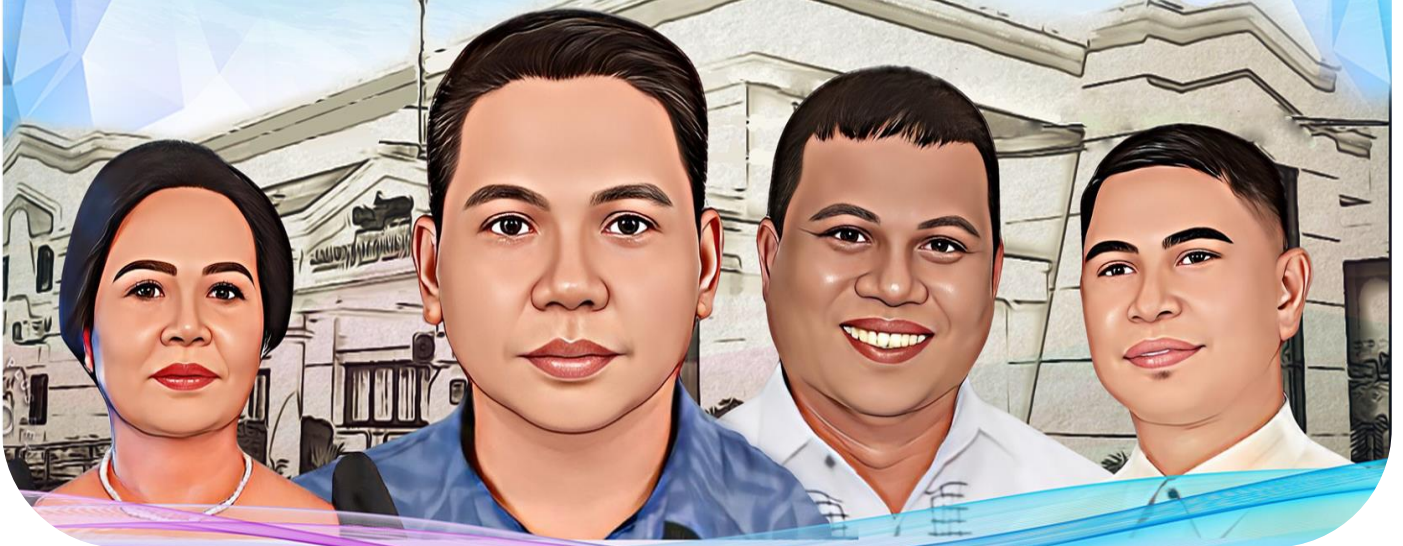


DEPARTMENT OF EDUCATION  
 DIVISION OFFICE - BORONGAN CITY





# ONE TEAM, ONE DREAM, ONE GREATNESS



**SCHOOLS DIVISION OF  
 BORONGAN CITY**

San Fernando St., Bigy. G, Borongan City, Eastern Samar  
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**MATATAG**  
 Borongang Makabalarang  
 Borongang Makabalarang



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# INTRODUCTION

The development of an **online travel order application system** within the Schools Division of Borongan City stems from a clear and pressing need to streamline and enhance the efficiency of travel arrangements for its personnel. Traditionally, the process of requesting and approving travel orders has been time-consuming and paper-intensive, leading to delays, errors, and administrative bottlenecks. By transitioning to an online platform, the Department aims to revolutionize the way travel orders are managed, enabling employees to submit their requests digitally, while providing supervisors with a centralized and automated approval system. This innovation not only reduces paperwork and manual interventions but also ensures transparency, real-time tracking, and better cost management. Additionally, the online application system facilitates access to valuable travel-related resources and updated travel policies, empowering staff to make informed decisions. Ultimately, the introduction of this modernized system aligns with the Department's commitment to embracing technological advancements and optimizing operational processes, fostering a more agile and effective educational workforce.

The online travel order application implemented in SDO Borongan stands as a remarkable innovation revolutionizing the bureaucratic process within the education sector. By digitizing and streamlining travel requests for teachers and staff, this novel system expedites the approval workflow, reduces paperwork, and minimizes administrative burdens. Through its user-friendly interface and efficient data management, the application not only enhances the overall efficiency of travel-related procedures but also fosters a culture of sustainability by significantly reducing paper consumption. DepEd's online travel order application represents a forward-thinking leap towards modernization, enabling educators and administrators to focus more on their core responsibilities and ultimately advancing the quality of education in the Philippines.





Republic of the Philippines  
Department of Education  
Region VIII (Eastern Visayas)  
**SCHOOLS DIVISION OF BORONGAN CITY**  
San Fernando St., Brgy.G, Borongan City, Eastern Samar

July 6, 2023

DIVISION MEMORANDUM  
No. 277, S. 2023

To: OIC - Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
Education Program Supervisors  
Districts-In-Charge  
All Others Concerned

### SCHEDULED SPECIAL MEETING WITH SDO OFFICIALS AND PERSONNEL

1. This office hereby announces a special meeting on July 7, 2023, 8:00 AM, at the Old City Division Building.
2. The aforesaid meeting will focus on the following:
  - 2.1 Soft Launching of Project AEFIEDPTS (ayPedTS)
  - 2.2 The National Learning Camp (NLC)
  - 2.3 Updates



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**MATATAG**  
Borongan Multi-Track Learning Hub

**TRAVEL ORDER**  
Automated Electronic Request Form Issuance and Enhanced Travel Personal Tracking System





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**MATATAG**  
Borongan Metropolitan Region

**TRAVEL ORDER**  
Borongan Metropolitan Region - Environmental and Ecological Sustainability Training System



The following are the requirements in using the system:

### SOFTWARE:

- Windows 8, 10, and/or 11
- Mac OS

### HARDWARE:

- Laptop / Desktop / Tablet
- Printer with scanner

### INTERNET:

- At least 2 Mbps bandwidth

### BROWSER:

- Google Chrome (recommended)



- Microsoft Internet Explorer



- Opera



- Mozilla Firefox



### ACCESS LINK:

Through Division website:

<https://deped-divisionofborongacity.com>

Through specific link:

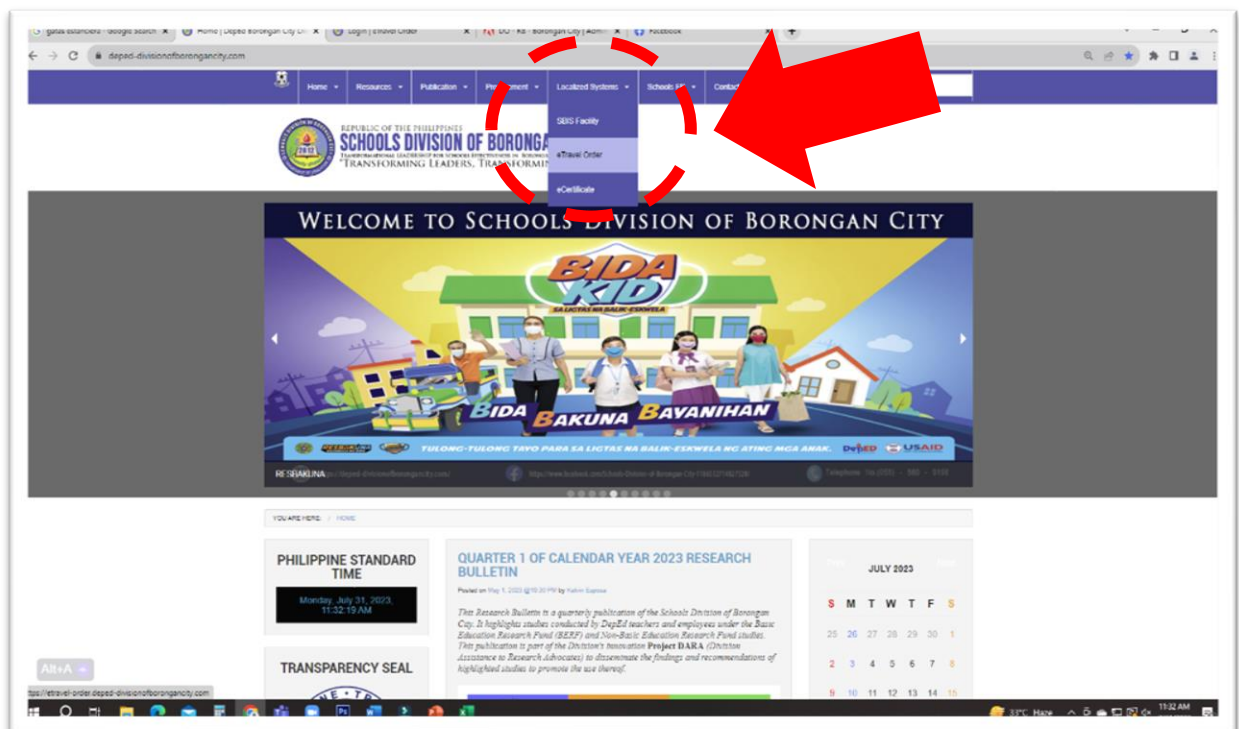
<https://etravel-order.deped-divisionofborongacity.com>

## A. How to open the System?

**STEP 1.** Using the **Google Chrome** browser, type [www.deped-divisionofborongancity.com](http://www.deped-divisionofborongancity.com) (Division Website), and press **Enter**.



**STEP 2.** Once the website opens, go to the **top Menu bar**. Click **"Localized System"** and choose the **"eTravel Order"** button.



# B. eTravel Order Interface

The screenshot displays the 'REQUEST FOR TRAVEL' form. At the top right, a callout box labeled 'Autogenerated Control Number' points to a red dashed circle containing the text 'Control Number 00001, s. 2023'. On the left, a callout box labeled 'Fields for Signature Attachment of the Requesting Employee' points to a red dashed circle around the 'REQUESTING EMPLOYEE' section, which includes fields for 'Employee Name' and 'Designation', a 'Signature (Max. 5 Mb)' upload area with a 'Choose File' button, and a 'Preview' area showing 'No eSign Yet.'. Below this, a callout box labeled 'Field for List of Employee who applies for Travel Order' points to a red dashed circle around the 'PERSONNEL' section, which shows 'No personnel added yet' and a '+ add' button. Another callout box labeled 'Fields for other Information needed in the Travel Order Application' points to a red dashed circle around the 'PURPOSE OF TRAVEL', 'HOST OF ACTIVITY', 'INCLUSIVE DATES' (with 'Start Date' and 'End Date' dropdowns), and 'Attachment (Max. 5 Mb)' upload area. At the bottom, a callout box labeled 'Click Button when submitting Travel Order Request!' points to a red dashed circle around the 'Send Travel Request' button. A final callout box labeled 'Back button, moving to previous page' points to a red dashed circle around the 'Back' button.

## C. How to Log in?

- Every school in the Division is eligible for **One (1) User Account**.
- For security purposes, the school head “**shall identify somebody**” to utilize the system. That person shall serve as the **focal person** during the application of Travel Order/s of his/her co-workers when leaving outside the Division to attend training, seminars and/or other activities mandated by DepEd.
- For the Division Office, the “**secretary**” of the Office of the Schools Division Superintendent (OSDS) and Office of the Assistant Schools Division Superintendent (OASDS) shall serve as the Focal Persons.

### Below are the steps on how to Log in:

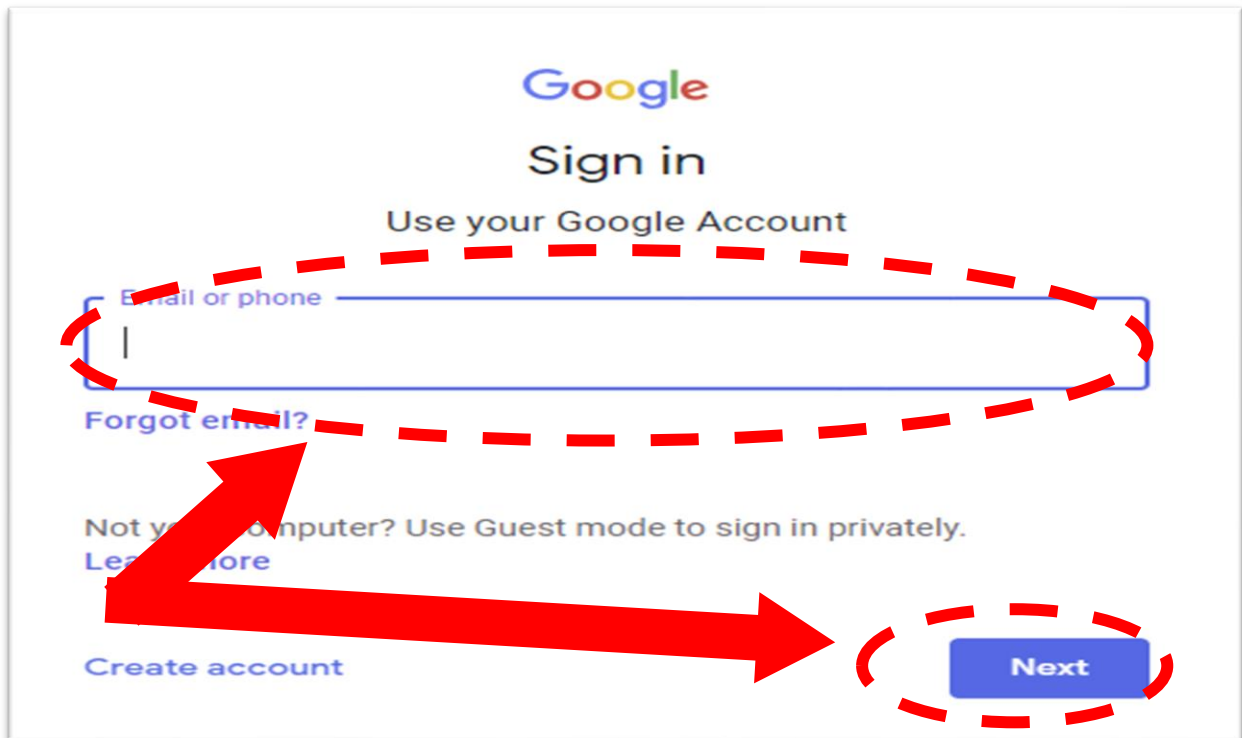
**STEP 1.** Log in by clicking the button “Sign in with Google”.

The screenshot shows the homepage of the Schools Division Office of Borongan City. The header includes the DepEd logo, the text 'REPUBLIC OF THE PHILIPPINES SCHOOLS DIVISION OF BORONGAN CITY', and the tagline 'TRANSFORMATIONAL LEADERSHIP FOR SCHOOLS EFFECTIVENESS IN BORONGAN CITY DIVISION "TRANSFORMING LEADERS, TRANSFORMING LIVES"'. A navigation bar contains 'Home', 'Division Website', 'SBIS Facility', and 'Contact Us'. Below the header is a banner with the slogan 'ONE TEAM, ONE DREAM, ONE GREATNESS' and the word 'MATATAG'. On the right side, there is a section for 'ONLINE TRAVEL ORDER APPLICATION' with a 'Sign in with Google' button circled in red and a red arrow pointing to it. The text 'Please sign-in using your DepEd Email account.' is visible above the button.

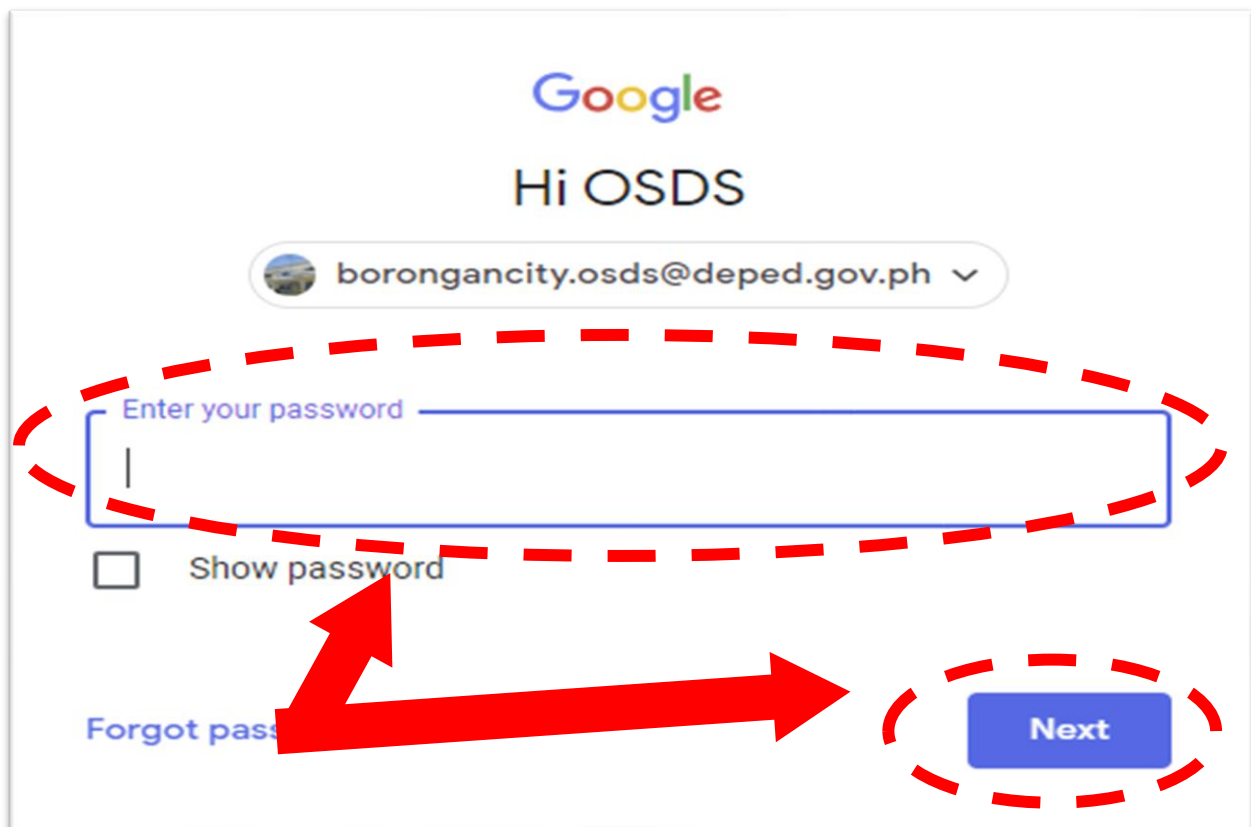
**STEP 2.** When an interface pops up, click “Use another account” on the option.

The screenshot shows a login interface with two options: 'Use another account' and 'Remove an account'. The 'Use another account' button is circled in red with a dashed line, and a red arrow points to it from the bottom right.

**STEP 3.** Type your "DepEd email" in the dialogue box, click "Next."

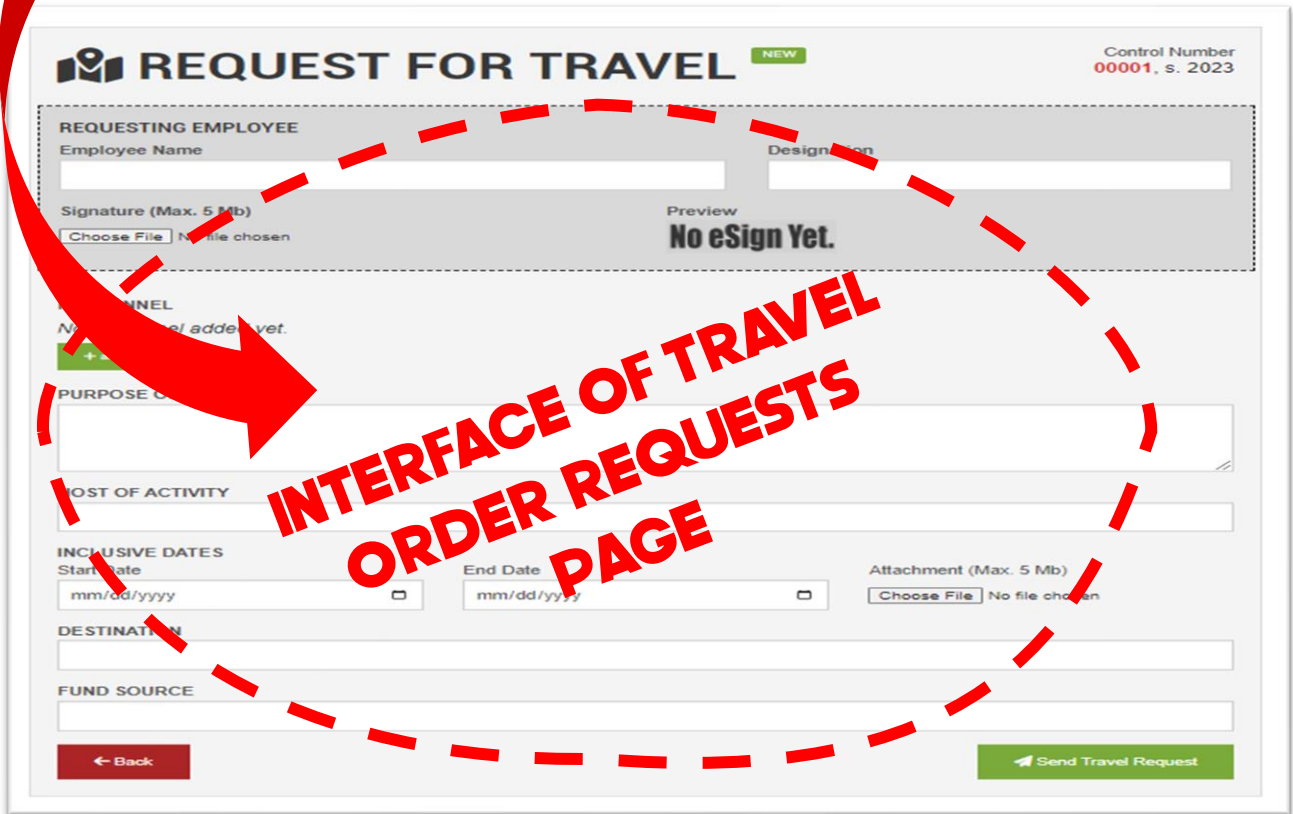
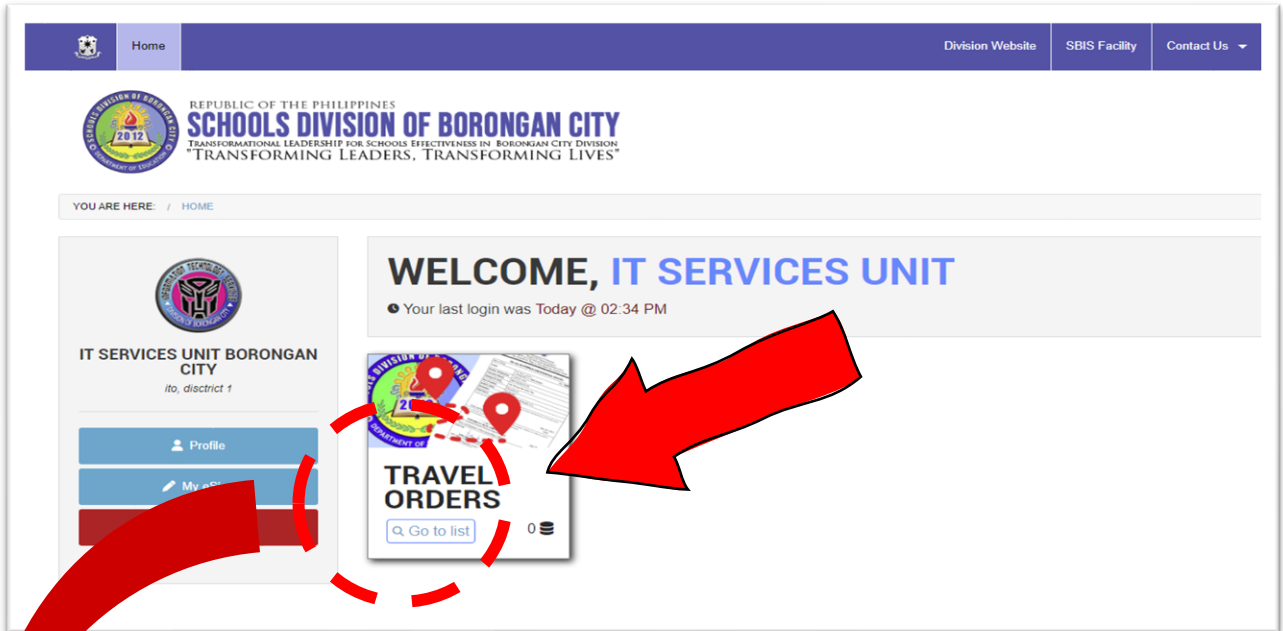


**STEP 4.** Type your "Password", click Next again.



# D. How to Utilize the System?

**STEP 1.** This is the Interface for the eTravel Order Application. To apply, click the “Go to List” button and the page for the “List of Travel Order Requests” will appear.



**STEP 2.** Click “New Travel Order Request”.

YOU ARE HERE: / HOME / MY TRAVEL ORDERS

## LIST OF TRAVEL ORDER REQUESTS

This page shows the list of travel orders requested. The table below shows the travel order details, as well as its status (PENDING, APPROVED, REJECTED). You can only print the travel authority when all approval status are approved/received.

Home + New Travel Order Request Search Travel Order...

Control No.	Client(s)	Details	Attachment	Approval Status	Options
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

**STEP 3.** Filled up the field for the **Requesting Employee**. The “requesting employee” must be one of the personnel who will travel. To attach **eSignature**, click the “**Choose File**” option. Please use **PDF format ONLY with a maximum of 5Mb**, or else the attachment will NOT BE ACCEPTED by the system.

**REQUEST FOR TRAVEL** NEW

Control Number  
00001, s. 2023

**REQUESTING EMPLOYEE**

Employee Name Designation

Signature (Max. 5 Mb) Preview

Choose File No file chosen

No eSign Yet.

**STEP 4.** Click the **“+Add”** button and fill up the required information. Click **“Add to List”** once finished.

**REQUEST FOR TRAVEL** NEW Control Number  
00001, s. 2023

**REQUESTING EMPLOYEE**  
Employee Name \_\_\_\_\_ Designation \_\_\_\_\_  
Signature (Max. 5 Mb)  
 No file chosen Preview  
**No eSign Yet.**

**PERSONNEL**  
No personnel added yet.

**PURPOSE OF TRAVEL**  
\_\_\_\_\_

**HOST OF ACTIVITY**  
\_\_\_\_\_

**PERMISIVE DATES**  
Date  End Date  Attachment (Max. 5 Mb)  
 No file chosen

**PERMISIVE DATES**  
Date  End Date  Attachment (Max. 5 Mb)  
 No file chosen

**PERMISIVE DATES**  
Date  End Date  Attachment (Max. 5 Mb)  
 No file chosen

**PERSONNEL INFORMATION** X

NAME \_\_\_\_\_

POSITION / DESIGNATION \_\_\_\_\_

PERMANENT STATION \_\_\_\_\_

REQUESTING EMPLOYEE \_\_\_\_\_ DESIGNATION \_\_\_\_\_ Signature (Max. 5 Mb) \_\_\_\_\_

**NOTE:** The name of personnel added to the list will be displayed automatically on the **“PERSONNEL AREA”** of the screen after clicking the **“Add to List”** button. To add another one, just click the **“+Add”** button and fill up the template again.



**STEP 5.** To **edit** or **delete** names on the list, you can use the following options:

The screenshot shows the 'REQUEST FOR TRAVEL' interface. At the top, there is a logo and the title 'REQUEST FOR TRAVEL'. Below this, the section is titled 'PERSONNEL'. Two names are listed: 'RAUL D. GONZALES, TEACHER II, Benowangan NHS' and 'JONNA D. BAGARIO, TEACHER I, St. Fe NHS'. To the right of each name are two icons: a blue pencil icon for editing and a red trash can icon for deleting. A red dashed circle highlights these icons for both personnel. A large red arrow points from the top right towards the edit and delete icons. At the bottom left, there is a green button with a plus sign and the text '+ add'.

**STEP 6.** Complete the information in the remaining fields. Don't forget to attach the **Memo** of your Travel in the **attachment field**. Click "**Send Travel Request**" when finished.

The screenshot shows the 'REQUEST FOR TRAVEL' form. At the top, there is a logo and the title 'REQUEST FOR TRAVEL' with a 'NEW' tag. On the right, there is a 'Control Number 00001, s. 2023'. The form is divided into several sections: 'REQUESTING EMPLOYEE' with fields for 'Employee Name', 'Designation', and 'Signature (Max. 5 Mb)'; 'PERSONNEL' with a '+ add' button; 'PURPOSE OF TRAVEL' with a text area; 'HOST OF ACTIVITY' with a text area; 'INCLUSIVE DATES' with 'Start Date' and 'End Date' fields; 'Attachment (Max. 5 Mb)' with a 'Choose File' button; 'DESTINATION' with a text area; and 'FUND SOURCE' with a text area. At the bottom, there are two buttons: a red 'Back' button and a green 'Send Travel Request' button. A large red arrow points from the top right towards the 'Send Travel Request' button. A red dashed circle highlights the 'Signature' field and the 'Attachment' field.

**STEP 7.** Once the information in the template is now complete, click the "Send Travel Report."

HOST OF ACTIVITY

INCLUSIVE DATES  
Start Date: mm/dd/yyyy  
End Date: mm/dd/yyyy  
Attachment (Max. 5 Mb): Choose File No file chosen

DESTINATION

FUND SOURCE

← Back Send Travel Request

**STEP 8.** Wait for the approval of your Travel Order. In case you want to modify your request by using the options on the screen.

### LIST OF TRAVEL ORDER REQUESTS

This page shows the list of travel orders requested. The table below shows the travel order details, as well as its status (PENDING, APPROVED, REJECTED). You can only print the travel authority when all approval status are approved/received.

Home + New Travel Order Request Search Travel Order...

Control No.	Client(s)	Details	Approval Status	Options
00002, s. 2023	RAUL D. ENRIQUEZ <small>TEACHER III, SAN JOSE ES</small>	<p><b>HOST</b> : DEPED RO VIII</p> <p><b>PURPOSE</b> : ATTEND NLC ORIENTATION</p> <p><b>DATE</b> : AUG-03-2023 TO AUG-04-2023</p> <p><b>DESTINATION</b> : SUMMIT HOTEL, MARASBARAS, TACLOBAN CITY</p> <p><b>FUND SOURCE</b> : SCHOOL MOOE</p>	<p>Requesting Authority: PENDING</p> <p>Approving Authority: PENDING</p> <p>Records: PENDING</p>	<p>edit</p> <p>delete</p> <p>change attachment</p>

**STEP 9.** Once a member of the Approving Authority affixed their approval on the system, the requesting personnel **CANNOT** anymore modify his/her application.

### LIST OF TRAVEL ORDER REQUESTS

This page shows the list of travel orders requested. The table below shows the travel order details, as well as it's status (PENDING, APPROVED, REJECTED). You can only print the travel authority when all approval status are approved/received.

Home + New Travel Order Request Search Travel Order...

Control No.	Client(s)	Details	Attachment	Approval Status	Options
00002, s. 2023	RAUL D. ENRIQUEZ TEACHER III, SAN JOSE I.S.	<ul style="list-style-type: none"> <li>HOST : DEPED RO VIII</li> <li>PURPOSE : ATTEND NLC ORIENTATION</li> <li>DATE : AUG-03-2023 TO AUG-04-2023</li> <li>DESTINATION : SUMMIT HOTEL, MARASBARAS, TACLOBAN CITY</li> <li>FUND SOURCE : SCHOOL MOOE</li> </ul>	DM_s2022_059.pdf	<ul style="list-style-type: none"> <li>Recommending Authority : APPROVED</li> <li>Approving Authority : APPROVED</li> <li>Records : PENDING</li> </ul>	Request data cannot be changed.

## Options

Request data cannot be changed.

**STEP 10.** Upon approval of his/her Travel Order application, the requesting personnel can print a copy by clicking the **"Print a Copy"** button displayed on the page.

## LIST OF TRAVEL ORDER REQUESTS

This page shows the list of travel orders requested. The table below shows the travel order details, as well as it's status (PENDING, APPROVED, REJECTED). You can only print the travel authority when all approval status are approved/received.

Home
+ New Travel Order Request

Search Travel Order...

Control No.	Client(s)	Details	Attachments	Approval Status	Options
00002, s. 2023	RAUL D. ENRIQUEZ <small>TEACHER III, SAN JOSE LIS</small>	<b>HOST</b> : DEPED RO VIII <b>PURPOSE</b> : ATTEND NLC ORIENTATION <b>DATE</b> : AUG-03-2023 TO AUG-04-2023 <b>DESTINATION</b> : SUMMIT HOTEL, MARASBARAS, TACLOBAN CITY <b>FUND SOURCE</b> : SCHOOL MOOE	DM_s2022_059.pdf	<div style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">APPROVED</div> <div style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">RELEASED</div>	<div style="border: 2px dashed red; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">  Print a Copy                     </div>

### Options

Print a Copy

**STEP 11.** The requesting personnel can also **save a Softcopy** of the Travel Order using the following commands:

1. Click the **"Print a Copy"** button.
2. Once the print page appears, go to the **"Destination"** field. Click the **"dropdown button"** and choose **"Save As PDF"**.
3. Click the **"Margin"** field and change it to **"Minimum"**.
4. At the **"Options"** field, untick the **"Headers and Footers."**
5. Then click the **"Save"** button.

The screenshot shows a print settings dialog box. At the top, it says "Print" on the left and "1 page" on the right. Below this, there are several settings sections:

- Destination:** A dropdown menu showing "Save as PDF".
- Pages:** A dropdown menu showing "All".
- Layout:** A dropdown menu showing "Portrait".
- More settings:** A section with an upward arrow icon.
- Paper size:** A dropdown menu showing "Letter".
- Pages per sheet:** A dropdown menu showing "1".
- Margins:** A dropdown menu showing "Minimum".
- Scale:** A dropdown menu showing "Default".
- Options:** Two checkboxes: "Headers and footers" (unchecked) and "Background graphics" (unchecked).

At the bottom right, there are two buttons: "Save" (highlighted with a red dashed circle) and "Cancel".

# SAMPLE END-PRODUCT



Department of Education  
Region VIII (Eastern Visayas)  
**SCHOOLS DIVISION OF BORONGAN CITY**  
San Fernando St., Brgy. G, Borongan City, Eastern Samar

## TRAVEL AUTHORITY FOR PERSONAL TRAVEL

Date of Filing: <b>August 01, 2023</b>		No.: <b>00002, s. 2023</b>
<b>NAME</b>	[Redacted]	
<b>Position / Designation</b>	Teacher III	
<b>Permanent Station</b>	San Jose ES	
<b>Purpose of Travel</b> <small>(must be supported by attachment)</small>	Attend NLC Orientation	
<b>Host of Activity</b>	DepEd RO VIII	
<b>Inclusive Dates</b>	Aug-03-2023 - Aug-04-2023	
<b>Destination</b>	Summit Hotel, Marasbaras, Tacloban City	
<b>Fund Source</b>	School MOOE	
I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.		
 <b>Raul B. Enriquez</b> Teacher III		Aug-01-2023
Name and Signature of Requesting Employee		Date
This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.		
 <b>ARNALDO S. CARANGAND, EdD, CES II</b> CEO		Aug-01-2023
Name and Signature of Requesting Employee		Date
<b>APPROVED</b>		
 <b>ROFINA BERTON</b> ADAS II		Aug-01-2023
Name of Signature of Approving		Date



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 Website Page: <https://deped-divisionofborongan-city.com>

Transformational Leadership for Schools Effectiveness in Borongan City Division  
 "Transforming Leaders, Transforming Lives"



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 Facebook Page: <https://www.facebook.com/schoolsdivisionofborongan-city-1288527482753/>  
 Website Page: <https://www.deped-divisionofborongan-city.com/>



# SYSTEM'S DATABASE

The Online Electronic Travel Order Application system is logged at the Division Website ([www.deped-divisionofborongancity](http://www.deped-divisionofborongancity)) under a sub-domain which is hosted by a legitimate domain registrar, **zoom.ph**.

All data and information on the system are uploaded to the data cloud service of the host registrar with MySQL Database server which has proven its security and data integrity.

# SYSTEM'S SECURITY

The Online Electronic Travel Order App (eTravel Order) is a web-based application system. To secure the data and information, validity, and authenticity of the document, the following security features and processes were installed:

## 1. View option of System Logs

The admin and member-signatories can view **logs of transactions** during the process. They can trace whoever uses the system from the sending a "request" to the "releasing" of the travel order document.

If an anomaly is found during the transaction, they can disapprove immediately to avoid further escalation.

Control No.	Client(s)	Details	Attachment	Status	Options
00002, s. 2023 (CRC: 60857183)	RAUL D. ENRIQUEZ TEACHER III, SAN JOSE ES	<p><b>HOST</b> : DEPED RO VIII</p> <p><b>PURPOSE</b> : ATTEND NLC ORIENTATION</p> <p><b>DATE</b> : AUG-03-2023 TO AUG-04-2023</p> <p><b>DESTINATION</b> : SUMMIT HOTEL, MARASBARAS, TACLOBAN CITY</p> <p><b>FUND SOURCE</b> : SCHOOL MOOE</p> <p><b>WACT</b> : SARDINEGMO</p>	DM_s2022_059.pdf	<p>Recommendation</p> <p>APPROVED</p> <p>Approving Authority</p> <p>APPROVED</p> <p>Records</p> <p>RELEASED</p> <p>Recommending Authority</p>	<p>View Logs</p>

**DOCUMENT LOGS FOR [00002, S. 2023]**

Displays logs for this document. You can search for specific terms in the search textbox. Additionally, you can filter the logs further by clicking on the "Filter by Date" checkbox and selecting a date from the calendar that will be displayed.

Filter by date

[2023-08-01] [09:56 AM] Travel Order #20000, s. 2023 has been **RELEASED** by the **RECEIVING PE.**

[2023-08-01] [09:56 AM] Travel Order #20000, s. 2023 has been **APPROVED** by the **APPROVING AUTHO.**

[2023-08-01] [09:51 AM] Travel Order #20000, s. 2023 has been **APPROVED** by the **RECOMMENDING AUTHORITY.**

[2023-08-01] [09:41 AM] Travel Order #00002, s. 2023 has been added by **Abel Rod.**

Showing 1 to 4 of 4 entries Previous 1 Next

**Log Actions of end-users in the system during the application process**


## 2. Document Control Numbering

Upon requesting travel orders, the system **automatically generates a control number** to determine the bulk of requests which are embedded in each document.


This **document control numbering** is used to identify and organize documents. It was developed to provide an effective way of managing, tracking, and retrieving any document or record release.

The control number represents the most permanent and unchanging identification for an item, the control number for an item must be transcribed correctly.





**Department of Education  
Region VIII (Eastern Samar)  
SCHOOLS DIVISION OF BORONGAN CITY  
San Fernando St., Brgy. G, Borongan City, Samar**




---


**TRAVEL AUTHORITY FOR PERSONAL TRAVEL**

Date of Filing: <b>August 01, 2023</b>		No.: <b>00002, s. 2023</b>
<b>NAME</b>	[Redacted]	
<b>Position / Designation</b>	Teacher III	
<b>Permanent Station</b>	[Redacted]	
<b>Purpose of Travel</b> <small>(must be supported by attachment)</small>	Attend NLC Orientation	
<b>Host of Activity</b>	DepEd RO VIII	
<b>Inclusive Dates</b>	Aug-03-2023 - Aug-04-2023	
<b>Destination</b>	Summit Hotel, Marasbaras, Tacloban City	
<b>Fund Source</b>	School MOOE	

*I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.*


Teacher III _____ Name and Signature of Requesting Employee	Aug-01-2023 _____ Date
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i>	
_____ CEO Name and Signature of Requesting Employee	Aug-01-2023 _____ Date
_____ ADAS II Name of Signature of Approver	Aug-01-2023 _____ Date





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 Email Address: borongancityregion8@deped.gov.ph  
 borongancitydivision@yahoo.com  
Facebook Page: <https://www.facebook.com/Schools-Division-of-Borongan-City-128953748271536/>  
 Website Page: <https://www.deped-divisionofborongancity.com/>

**Transformational Leadership for Schools Effectiveness in Borongan City Division**  
*"Transforming Leaders, Transforming Lives"*




### 3. Autogenerated QR Codes


**QR stands for "Quick Response."** While it may look simple, QR codes can store lots of data or information. But no matter how much it contains, when scanned, the QR code allows the user to access information instantly – hence why it's called a Quick Response code. With the advent of the Pandemic in 2021, QR codes became useful in many businesses and agencies both public and private.

**QR codes** are very useful also in tracking the authenticity of documents as they can be linked directly to any **"activities conducted."** Using a Celfon with scanning capability, it can be identified instantly if a document is **authentic or not.**

Adapting this technology, all travel order documents released by the system have an autogenerated QR code embedded.



**Department of Education  
Region VIII (Eastern Visayas)  
SCHOOLS DIVISION OF BORONGAN CITY**  
San Fernando St., Brgy. G, Borongan City



**Autogenerated QR Code**

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**TRAVEL AUTHORITY FOR PERSONNEL TRAVEL**


Date of Filing: <b>August 01, 2023</b>	
NAME	_____
Position / Designation	Teacher III
Permanent Station	_____
Purpose of Travel <small>(must be supported by attachment)</small>	Attend NLC Orientation
Host of Activity	DepEd RO VIII
Inclusive Dates	Aug-03-2023 - Aug-04-2023
Destination	Summit Hotel, Marasbaras, Tacloban City
Fund Source	School MOOE

*I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.*

_____ Teacher III	_____ Aug-01-2023
<b>Name and Signature of Requesting Employee</b>	<b>Date</b>
<i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i>	
_____ CEO	_____ Aug-01-2023
<b>Name and Signature of Requesting Employee</b>	<b>Date</b>
_____ ADAS II	_____ Aug-01-2023
<b>Name of Signature of Approving</b>	<b>Date</b>


**APPROVED**





**SCHOOLS DIVISION OF BORONGAN CITY**  
San Fernando St., Brgy. G, Borongan City, Eastern Samar  
Contact No.: (055) - 560 - 9198  
Email Address: borongancity.region8@deped.gov.ph  
borongancitydivision@yahoo.com  
Facebook Page: <https://www.facebook.com/schoolsdivisionofborongancity>  
Website Page: <https://www.deped-divisionofborongancity.com/>

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#### 4. Website Security

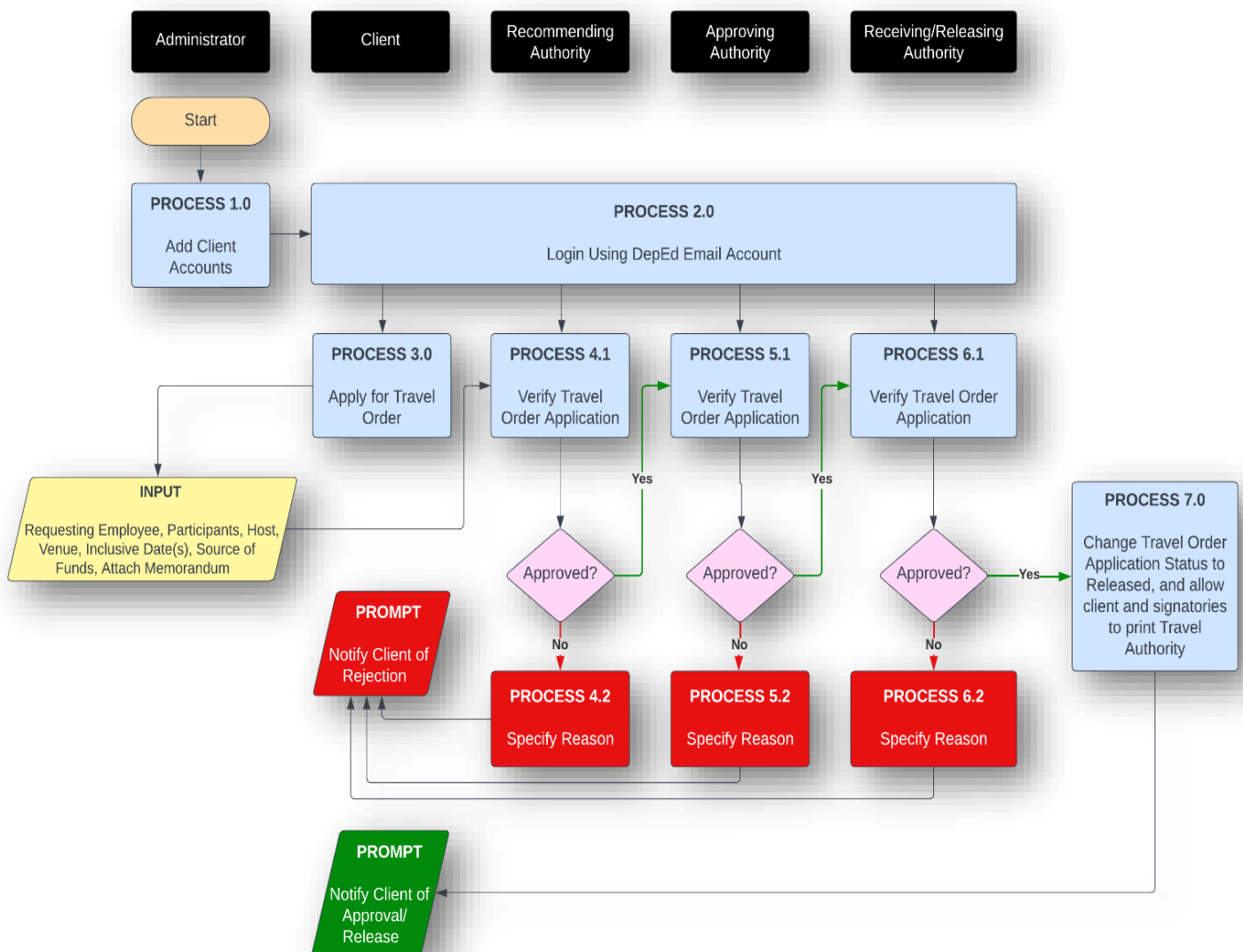
The system is embedded in the Division Website and was a sub-domain. Through a legitimate domain registrar, zoom.ph, it has "**Secure Sockets Locker (SSL) registry**" to protect it from malicious system intrusion and/or hacking.



## 5. Limited System User

Lastly, the system has a **“limited number of end-users”**. Only focal persons assigned by its school heads and the admin-signatories have access to the system while “super admin” is the overall controller of the system.

# PROCESS FLOW CHART



1. Is the Online Electronic Travel Order Application (eTravel Order) System available to all employees?

**ANSWER:** Yes, but the focal person in the school and division office has access to the system. They are the ones who will process the travel order request of the employee.

2. Is the system available offline (without the internet)?

**ANSWER:** No, to access the system it needs internet access because it is embedded as sub-domain of the Division Website.

3. Is the electronic signature (eSignature) of the requesting employee needed during the application process?

**ANSWER:** Yes, all requesting employees must give scanned copy of his/her electronic signature saved in a **PDF format** to the focal person for attachment in the application of Travel Order. Please see **Step No. 11, Page 16**.

4. Is the electronic Travel Order downloadable and/or printable?

**ANSWER:** Yes, the Travel Order can be downloaded and printed once released from the system. Please see **Step No. 11, page 20**.

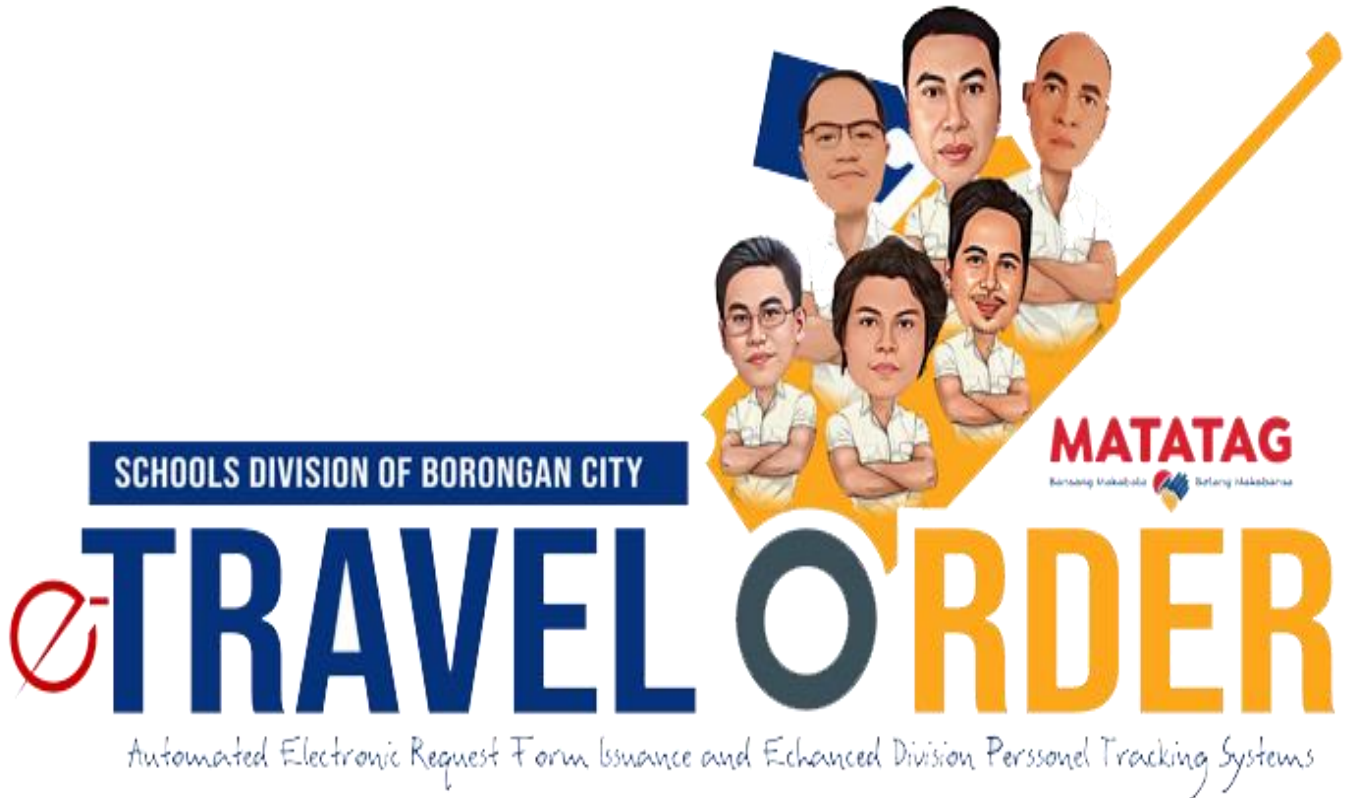
5. Is the eSignature of the employee and information safe in the system?

**ANSWER:** Yes, the system has several security features to ensure the safety of its data and information.

6. Is the system can be utilized by other Divisions and/or Regions?

**ANSWER:** Yes, just contact the team developer for installation, configuration, and/or technical support.

# INNOVATORS' PROFILE



## INFORMATION TECHNOLOGY SERVICES (OSDS)

- **Roderick C. Abellar**  
*Information Technology Officer I*  
System Conceptualization & Design
- **Roldan A. Bertos**  
*Administrative Aide II*  
Layout Artist
- **Arnaldo S. Cargando**  
*Communication & Equipment Operator I*  
Layout Artist
- **Alvin L. Alea**  
*Administrative Aide VI*  
Lead System Programmer
- **Brian Angelo B. CIDRO**  
*Contract of Service*  
Assistant System Programmer

## PLANNING & RESEARCH UNIT (SGOD)

- **Kelvin B. Esposa**  
*Teacher I*  
Division Research & Innovation Coordinator

# MATATAG

Bansang Makabata  Batang Makabansa

- **MA**ke the curriculum relevant to produce competent and job-ready, active, and responsible citizens;
- **TA**ke steps to accelerate delivery of basic education facilities and services;
- **TA**ke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment; and
- **Give** support to teachers to teach better.

*“We know that the road will be bumpy, but our direction is clear. We know that the challenges are vast, but we Filipinos are resilient. We will overcome.”*

- **VP Zarah Z. Duterte**  
DepEd Secretary

"Salamat ha ALS nga natagan kami hin higayon nga makatangpos han Junior High School bisan kun edaran na kami."  
**Anunciacion A. Geradilla**  
 ALS JHS High School Graduate  
 SDO Borongan City  
**Nancy A. Arante**  
 ALS JHS High School Supervisor  
 SDO Borongan City



**Recognition DAY**  
**LALAWIGAN NATIONAL HIGH SCHOOL**  
 Borongan City Division

**K to 12 Graduates: Molded Educational Foundation**

LNHS Covered Court

**UNIVERSITY GAZETTE**  
**ESOPES acs SBM-Wins**

ESOPES Inc. is a local educational organization that has been recognized for its commitment to quality education. The organization is currently participating in the SBM-Wins competition, which is a national initiative to improve the quality of education in the Philippines. The organization is currently participating in the SBM-Wins competition, which is a national initiative to improve the quality of education in the Philippines.



**ELECTRONIC TOOLS & ONLINE SYSTEM**

DEPED ORDER NO. 85, S. 2012 (DEPED MEMO NO. 227, S. 2 (GUIDELINES))

ed School Building Information System

Welcome to Borongan City Division

**Teacher Induction Program**

Induction Program for Beginning Teachers

**CAPACITY BUILDING OF TEACHERS ON THE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP (NLC)**

L & D SYSTEM ORIENTATION

**SCHOOLS DIVISION OF BORONGAN CITY**

**TRAVEL ORDER**

Automated Electronic Request Form Issuance and Enhanced Division Personnel Tracking Systems

**MATATAG**  
 Bangsang Makabata Batang Makabansa

