



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

Division Memorandum

No. 44 s. 2026

TO: Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Principals Incharge of the Districts
Public Elementary and Secondary School Heads
All Others Concerned

FROM: **JAY S. MONTEALTO, CESO VI**
Schools Division Superintendent

DATE: February 3, 2026

SUBJECT: **REITERATION ON THE STRICT USE OF LOCATOR SLIP**

This Memorandum is issued to reiterate and strictly enforce the provisions of Division Memorandum No. 223, s. 2025, "Reiteration on the Use of Locator Slip," and to mandate full compliance by all personnel of the Curriculum Implementation Division with the prescribed use of the Locator Slip.

All official travel and movements within a fifty (50)-kilometer radius from the official station shall require the prior approval and use of the duly prescribed Locator Slip. No personnel shall be allowed to leave the station for official purposes without an approved Locator Slip ("No Locator Slip, No Travel"), except in cases of attendance in officially authorized trainings and seminars, which shall be governed by the appropriate travel authority or duly issued office order.

School visitation, monitoring, supervision, and all related field activities, shall strictly and without exception require an approved Locator Slip. All Locator Slips shall be properly accomplished, approved in advance, and attached to the corresponding Civil Service Form No. 48 for validation and official record purposes.

Strict compliance is hereby directed. Any violation or non-compliance shall be dealt with in accordance with existing DepEd and Civil Service Commission policies, rules, and regulations.

For strict compliance.



Sunset Boulevard, Dawo, 7101 Dapitan City
0912-617-7243
www.depeddapitancity.net
dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity

