

Republic of the Philippines

Department of Education

REGION IX. ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

06 January 2023

MEMORANDUM

. s. 2023

IMPLEMENTATION OF THE USE OF LOCATOR SLIP

To: OIC - Assistant Schools Division Superintendent

Chief, Curriculum Implementation Division

Chief, School Governance and Operations Division

Public Schools District Supervisors

Elementary and Secondary School Heads

OSDS Personnel

All Others Concerned

Sections 1 to 5, Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292 provide:

"SECTION 1. It shall be the duty of each head of department or agency to require all officers and employees under him to strictly observe the prescribed office hours."

- Pursuant thereto, this Office shall adopt the attached Locator Slip Form provided 2. through DepEd Order No. 043, s. 2022 dated October 10, 2022 entitled "Omnibus Travel Guidelines for all Personnel of the Department of Education" and conform to the guidelines and procedures stated therein.
- For activities/events/errands that would require leaving from or going out of the 3. permanent station or workplace during office hours within the day, a Locator Slip duly approved by the Head of Office or his Authorized Representative (Division Chief and Administrative Officer), and countersigned by the authorized personnel of the office visited, shall be used. A Certificate of Appearance from the office visited may be secured in case such portion was left unsigned by the person visited.
- 4. The accomplished and signed Locator Slip shall serve as the authority to travel and may be used for reimbursement of actual transportation expenses only. In no case shall this be used for personal business.
- Copy of the approved locator slip shall be surrendered to the Officer of the Day and/or security guard on duty before leaving the office. It shall then be forwarded to the personnel unit or school administrative officer for proper notation and filing.
- 6. For information, guidance, and strict compliance.



TIME 4:00











Republic of the Philippines

Department of Education

REGION IX, ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY

> humberl FELIX ROMY A. TRIAMBULO, CESO V

Schools Division Superintendent

OSDS-ADMS-Memo-2020-004







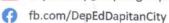


(065) 917-5113













GUA	RD'S	COPY
-----	------	------



Republic of the Philippines

	Department of Education REGION IX, ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY
	LOCATOR SLIP
REGION: IX	
Date of Filing:	
NAME	
PERMANENT STATION	
POSITION/DESIGNATION	
Purpose	□ Official Business □ Official Time
Please Check	Official Business Official Time
Destination	Date:
Date and Time of	
Event/Transaction/Meeting	Time:
	APPROVED:
Signature of Requesting	
Official/Employee Date:	Date:
To be filled out by the Division Gu	
Date Received:	Signature of the Guard on Duty:
Time Out from the Office:	Time back to the Office:
PERSONNEL'S COPY	Republic of the Philippines Department of Education REGION IX. ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY
	LOCATOR SLIP
REGION: IX	
Date of Filing:	
NAME	
PERMANENT STATION	
POSITION/DESIGNATION	
Purpose	
Please Check	□ Official Business □ Official Time
Destination	
Date and Time of	Date:
Event/Transaction/Meeting	Time:
Eventy Hansaction, Meeting	APPROVED:
Ci	
Signature of Requesting	
Official/Employee	
Date:	Date:
CERTIFICATION/CERTIFICATE OF This is to certify that the	APPEARANCE e above employee appeared in this Office for the above purpose.
SIGNATURE ABOVE PRINTED NA	ME POSITION DATE