



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**

No. 11, 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

1. 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."*

2. Pursuant thereto, this Office shall adopt the attached Locator Slip Form provided 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.

3. For activities/events/errands that would require leaving from or going out of the 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.

5. 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.

Department of Education  
Division of Dapitan City

RELEASED

NO. 11 DATE 1/9/23  
TIME 4:09



Sunset Boulevard, Dawo, Dapitan City  
(065) 917-5113  
www.depeddapitancity.net

dapitancity@deped.gov.ph  
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Republic of the Philippines  
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**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

OSDS-ADMS-Memo-2020-004



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GUARD'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 Event/Transaction/Meeting Date: \_\_\_\_\_

Time: \_\_\_\_\_

APPROVED:

Signature of Requesting  
Official/Employee  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

To be filled out by the Division Guard:

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 Event/Transaction/Meeting Date: \_\_\_\_\_

Time: \_\_\_\_\_

APPROVED:

Signature of Requesting  
Official/Employee  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

**CERTIFICATION/CERTIFICATE OF APPEARANCE**

This is to certify that the above employee appeared in this Office for the above purpose.

\_\_\_\_\_  
SIGNATURE ABOVE PRINTED NAME                      POSITION                      DATE

(Note: THIS PORTION SHALL BE FILLED OUT BY THE OFFICIAL/AUTHORIZED PERSONNEL OF THE OFFICE VISITED)

