



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

Office of the Schools Division Superintendent

April 10, 2025

DIVISION MEMORANDUM

No. 223, s. 2025

REITERATION ON THE USE OF LOCATOR SLIP

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TIC
All Others Concerned

1. This reiterates the provisions of existing guidelines regarding the use of the Locator Slip as outlined in DepEd Order No. 043, s. 2022, dated October 10, 2022, titled "Omnibus Travel Guidelines for All Personnel of the Department of Education," and in accordance with Sections 1 to 5, Rule XVII, of the Omnibus Rules Implementing Book V of Executive Order No. 292, which states:

"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. In line with this, the following reminders are issued to ensure proper observance of the above-mentioned issuances:

a. For activities/ events/ errands or performance of an assigned task that would require a DepEd official or employee to be outside of his/her permanent station or workplace during office hours within a day, or for a period not exceeding one day, a Locator Slip, duly approved by the Head of Office or his/her Authorized Representative, certificate/signed by the authorized personnel from the office/place visited, may be used as the authority to travel. A Certificate of Appearance may be secured from the office visited, in lieu of the certification/signature of the person visited.

b. 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 it be used for personal business.

c. 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/school. It shall then be forwarded to the personnel unit or school administrative officer for proper notation and filing.

d. To ensure uniformity and alignment with One DepEd One QMS, the Division prescribed Locator Slip form is attached herewith.



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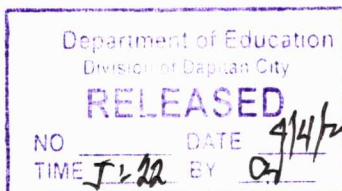




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- e. The Locator Slip must be properly utilized on a daily basis and shall not be accumulated monthly.
3. For information, guidance and strict compliance.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent





LOCATOR SLIP

Date of Filing:		
Name		
Office		
Position/Designation		
Purpose		
Please Check	<input type="checkbox"/> <i>Official Business</i>	<input type="checkbox"/> <i>Official Time</i>
Destination		
Date and Time of Event/Transaction/Meeting	<i>Date:</i>	
	<i>Time:</i>	
Signature of Requesting Employee	<i>Approved:</i>	
Juan Dela Cruz <i>AO II</i> <i>April 8, 2025</i>	Maria Clara <i>ESP - I</i> <i>April 8, 2025</i>	
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: _____	



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LOCATOR SLIP

Date of Filing:		
Name		
Office		
Position/Designation		
Purpose		
Please Check	<input type="checkbox"/> <i>Official Business</i>	<input type="checkbox"/> <i>Official Time</i>
Destination		
Date and Time of Event/Transaction/Meeting	<i>Date:</i>	
	<i>Time:</i>	
Signature of Requesting Employee	<i>Approved:</i>	
Juan Dela Cruz <i>AO II</i> <i>April 8, 2025</i>	Maria Clara <i>ESP - I</i> <i>April 8, 2025</i>	

CERTIFICATE OF APPEARANCE

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

[illegible]