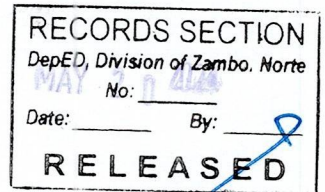




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

April 30, 2024

Division Memorandum

No. 276, s. 2024

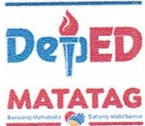
**LOCALIZED GUIDELINES IN THE USE OF LOCATOR SLIPS AND TRAVEL
AUTHORITY**

**TO: Assistant Schools Division Superintendents
Chief Education Supervisors
Section/Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Non-Teaching Personnel
All Others Concerned**

1. Pursuant to Section 7, Paragraph 3.3 of Republic Act 9155 and CSC and DepEd policies, this office issues the enclosed **LOCALIZED GUIDELINES IN THE USE OF LOCATOR SLIPS AND TRAVEL AUTHORITY**.
2. This localized policy shall have the following objectives:
 - a. To advocate and promote the values of INTEGRITY, COMPETENCE, and DILIGENCE (ICD) in the performance of duties and responsibilities; and
 - b. To track the whereabouts of employees, ensure security and safety, account and supervise personnel outside of permanent workstation, and compliance with regulations.
3. This issuance shall take effect immediately upon its approval and publication.
4. For guidance, compliance, and wide dissemination.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

OSDS/mdc/Localized Guidelines on the use of Locator Slip and ATT/04302024



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Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure to DepEd Division Memorandum No. 276 s.2024

LOCALIZED GUIDELINES IN THE USE OF LOCATOR SLIPS AND TRAVEL AUTHORITY

I. RATIONALE

To advocate and promote the values of INTEGRITY, COMPETENCE, and DILIGENCE (ICD) in the performance of duties and responsibilities, this division issues this policy on the **LOCALIZED GUIDELINES IN THE USE OF LOCATOR SLIPS AND TRAVEL AUTHORITY**.

This localized policy shall have the following objectives:

- a. To advocate and promote the values of INTEGRITY, COMPETENCE, and DILIGENCE (ICD) in the performance of duties and responsibilities; and
- b. To track the whereabouts of employees, ensure security and safety, account and supervise personnel outside of permanent workstation, and compliance with regulations.

II. SCOPE OF POLICY

This policy applies to all personnel, teaching, and related- teaching including the non-teaching, of this division.

III. POLICY STATEMENT

The LOCALIZED GUIDELINES IN THE USE OF LOCATOR SLIPS AND TRAVEL AUTHORITY is issued to advocate Integrity, Competence and Diligence (ICD) in the performance of duties and responsibilities of all teaching, related-teaching and non-teaching personnel of the Schools Division of Zamboanga del Norte.

IV. LOCALIZED GUIDELINES IN THE USE OF LOCATOR SLIPS AND TRAVEL AUTHORITY

A. Use Of Locator Slips

1. The locator slip shall be used for activities/events/errands that would require teaching, teaching-related and non-teaching personnel to be outside their permanent workstation during office hours within the day or for a period not exceeding one (1) day.
2. The approving authorities for the locator slip shall be the following:



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

FOR DESTINATIONS WITHIN DIPOLOG CITY	
Schools Division Office	Approving Authorities
Division Chiefs/Unit or Section Heads, EPSs, SEPS and EPS II	SDS or in his absence, ANY of his EAs through facsimile upon his approval.
SDO Personnel <i>below</i> Division Chiefs/ Unit/Section Heads	Division Chiefs (CID or SGOD), Component Heads such as AO V for Admin Services, Accountant for the Accounting office and Budget Officer for the Budget Office.
FOR DESTINATIONS WITHIN THE DISTRICT	
Schools	Approving Authorities
School Heads	PSDS or Officer-In-Charge of the District
Teaching and Non-Teaching Personnel	School Head or OIC of the School

3. A Certificate of Appearance (CA) for the office/establishment as far as practicable shall be secured in case the locator slip is not signed.
4. The duly accomplished Locator Slip shall serve as the authority to travel and shall be used in the reimbursement of transportation and other expenses relative to the travel.
5. The employee shall hand-carry the completed locator slip to their immediate supervisor or designated approver for approval. Further, the Office of the Schools Division Superintendent (OSDS) shall maintain a logbook to record all issued/approved locator slips by his office and upon exit, the same shall also be presented to the guard on duty for recording in their logbook and their initial.
6. The same logbook of locator slips as well as process as indicated in item no. 5 shall also be done by their respective approving authorities.
7. **Items A and Nos. 1-5 shall NOT** be applicable if the concerned personnel is travelling with the **SDS** and shall be noted down in their respective DTR and Accomplishment Reports.

B. Authority to Travel for Local Official Travel

1. The Authority to Travel for Local Official Travel shall be used for activities, trainings, and performance of assigned tasks that requires teaching, related-teaching and non-teaching personnel to be in specific location outside of his/her permanent workstation for a period of more than one (1) day.
2. The signatory for the Authority to Travel shall be the following:



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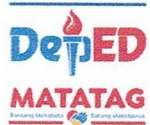
Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

FOR DESTINATIONS OUTSIDE THE DISTRICT OR DIVISION		
OFFICE	RECOMMENDING APPROVAL	SIGNATORIES FOR APPROVAL
Division Office		
Schools Division Superintendent (SDS)	NONE	RD
Assistant Schools Division Superintendent (ASDS)	SDS <i>(For destinations outside the Division)</i>	RD <i>(For destinations outside the Division only)</i> SDS <i>(For destinations within the Division)</i>
Division Chiefs and below including PSDS	ASDS	SDS
Schools		
School Heads	ASDS	SDS
Teaching and Non-Teaching Personnel *For non-teaching who are district base	School Heads ASDS	SDS SDS
Teaching and Non-Teaching Personnel <i>(destinations within the Division)</i> *for non-teaching who are district base	NONE NONE	School Heads SDS

V. EFFECTIVITY

This issuance shall take effect immediately after its approval and publication. Further, this will not supersede enacted laws, Civil Service Commission issuances and DepEd standards, but supplements and localizes such laws issuances, and orders.



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