

Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. **195** Series 2026

TO: Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public School Heads both Elementary and Secondary
 All Concerned Personnel

DATE: May 4, 2026

SUBJECT: **LOCALIZED GUIDELINES ON THE USE OF LOCATOR SLIPS**

1. Pursuant to DepEd Order No. 43, s, 2022, Omnibus Travel Guidelines for All Personnel of the Department of Education and DepEd Order 46, s. 2022, Amendments to DepEd Order No, 43, s. 2022, this Office issues the following Localized Guidelines on the use of Locator Slip.

2. **Coverage and Purpose:** For activities, events, errands or performance of 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, for an entire day, or a period not exceeding one day - a locator slip (**Annex A**) shall be duly accomplished.

The Locator Slip must be:

- **Duly signed** by the Head of Office or his/her Authorized Representative; and
- **Certified/signed** by the authorized personnel from the office/place visited.

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.

3. **Authorized Signatories:** The approving authorities for Locator Slips are as follows:

Requesting Officer/Employee	Approving Authority
Chief Education Supervisors	Schools Division Superintendent
Administrative Officer - V	
Information Technology Officer	
Budget Officer	
Legal Officer	
Accountant	



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>

DepEd Tayo Tabuk City

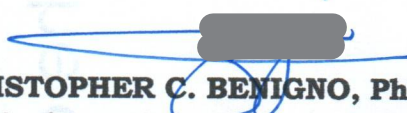


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School Heads	Assistant Schools Division Superintendent
Other Personnel from the Curriculum Implementation Division	CID – Chief Education Supervisor
Other Personnel From the School Governance Division	SGOD – Chief Education Supervisor
Other Personnel from the Administrative Section	Administrative Officer - V
Teachers and School-Based Non-Teaching Personnel	School Head

4. The Approving Authority shall be responsible for the prudent exercise of authority regarding Locator Slip approval and verification of each employee's compliance with prescribed office hours under their jurisdiction.
5. For information, guidance, and strict compliance.


CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent

ASDS/glb



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Attachment to the Division Memorandum No. 195 s.2026

LOCATOR SLIP

DIVISION/OFFICE/SCHOOL: _____

NAME	
POSITION/DESIGNATION	
PERMANENT STATION	
PURPOSE (must be supported by attachments)	
PLEASE CHECK	<input type="checkbox"/> Official Business <input type="checkbox"/> Official Time
DATE AND TIME	
DESTINATION	

Signature of Requesting Official/Employee Date: _____	Approved: Head of Office/Authorized Official Date _____
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CERTIFICATION

This is to certify that the above-named employee appeared in this Office for the above purpose/s.

Agency/Office	Arrival	Departure	Name	Position	Signature

(Note: This Portion shall be filled out by the Official/authorized personnel of the office visited.)