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

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BY: Kristine Keith Ambatang
SDO TABUK CITY
— RECORDS UNIT —
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Office of the Schools Division Superintendent

November 17, 2026

OFFICE MEMORANDUM
No. 44, s. 2026

REMINDER AND STRICT COMPLIANCE ON THE USE OF LOCATOR SLIPS

To: All SDO Tabuk City Personnel
All Others Concerned

1. All employees are hereby reminded to strictly observe the prescribed procedures on the use of Locator Slips pursuant to DepEd Order No. 043, s 2022, as amended by DepEd Order No. 046, s. 2022.

2. Accordingly, no employee shall leave their designated workplace during official working hours for official activities, transactions, errands, or assigned tasks without first securing the required authority and accomplishing the appropriate Locator Slip, whenever applicable.

3. Please be reminded that the following acts may constitute violations of applicable DepEd policies and Civil Service rules:

a. Leaving the office or workplace during official working hours without the required authority or approved Locator Slip;
b. Failure to accomplish and submit the required Locator Slip;
c. Failure to indicate the actual purpose, destination, and period of official absence;
d. Failure to secure the required certification or proof of appearance from the office or establishment visited;
e. Undertaking personal transactions or activities under the guise of official business;
f. Providing inaccurate information or making unauthorized alterations in the Locator Slip;
g. Misrepresenting one's whereabouts or submitting falsified attendance or supporting documents; and
h. Repeatedly leaving the workplace without authorization, thereby affecting the performance of assigned duties and delivery of public service.
i. Administrative Accountability

4. Please understand that unauthorized absence, loafing during official working hours, irregularities in attendance records, and falsification of official documents may warrant administrative investigation and appropriate disciplinary action under applicable Civil Service rules, depending on the facts and circumstances.

5. All personnel are therefore directed to observe the following:
   a. Secure approval before leaving the workplace.
   b. Use the prescribed Locator Slip for qualifying official day trips.
   c. Ensure truthful and complete entries.
   d. Secure the required certification or Certificate of Appearance.
   e. Account for actual time spent on official assignments.
   f. Remain at the designated workplace when no authorized official activity requires otherwise.

6. Chiefs Education Supervisors and section heads are likewise directed to monitor compliance and ensure that personnel under their supervision observe these requirements.

7. Let this serve as a formal reminder that government working hours are devoted to public service. Compliance with attendance, authorization, and documentation requirements is a responsibility of every government employee.

8. For strict compliance.

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