



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 831, s.2025

REITERATION ON THE USE OF LOCATOR SLIPS

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Unit and Section Heads
All SDO Proper Personnel
All Teaching and Non-Teaching Personnel

1. In the interest of proper documentation, accountability, and adherence to the provisions of DepEd Order No. 43, s. 2022, entitled "Omnibus Guidelines on Official Local and Foreign Travels in the Department of Education," this Office reiterates **the strict use of locator slips for all official and authorized movements of personnel within and outside office premises during official working hours.**
2. The use of locator slips ensures that all staff movements are properly recorded and authorized, in line with Section V of the said DepEd Order, which provides that **all official travels must be duly approved by the head of office and supported by proper documentation prior to departure.**
3. **All teaching and non-teaching personnel who need to leave their respective workstations** during office hours for official business, errands, or transactions **must accomplish a Locator Slip** indicating the purpose, destination, estimated time of return, and duly approved by their immediate supervisor or head of office.
4. Personnel leaving their post without an approved locator slip shall be considered unauthorized, and such absences may be subject to appropriate administrative action in accordance with Civil Service Commission rules and existing DepEd policies.
5. Immediate heads and unit supervisors are directed to strictly monitor compliance and ensure that all locator slips are properly filed and made available for audit and reference.
6. For information, guidance, and strict compliance.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY

VILMA D. EDA, CESO V
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.gov.ph

BY:  Visit this link bit.ly/SDOViganCityCSM

