



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**  
Zone 3, Poblacion, El Salvador City



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**DIVISION MEMORANDUM**

No. 257, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS  
PUBLIC SECONDARY SCHOOL HEADS  
DIVISION OFFICE PERSONNEL**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Clarification as to Appropriate Prescribed Form to be Used Upon Leaving the Station during Office Hours / Working Day

Date: October 1, 2019

1. With the implementation of DepED Order 22, s. 2019, otherwise known as "*Guidelines on Official Local Travels in the Department of Education*," the following tables are attached, to serve as reference for employees who will leave his/her station during Office Hours/ Working Day.
  - A. Table as to Appropriate Form to be used
  - B. Table on Possible Claims for Expenses Incurred
  - C. Table on Authorized Signatories for Recommendation and Approval
2. All employees are hereby reminded that Loafing from Duty during Regular Office Hours is considered as grave offense punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense. As such, school heads and division/section/unit heads are required to monitor the whereabouts of their subordinates and report cases of loafing through the Personnel Division, for appropriate disciplinary action.
3. For information, guidance and strict compliance.

Copies Furnished:  
Person Concerned  
Records Section- Memo

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**REFERENCE AS TO USE OF PASS SLIP, LOCATOR SLIP AND FORM ON  
AUTHORITY TO TRAVEL**

A. Table as to Appropriate Form to be used

PRESCRIBED FORM	PASS SLIP	LOCATOR SLIP	AUTHORITY TO TRAVEL
Personal Transaction	✓	✗	✗
Official Transaction	✗	✓	✓
Checked-in at the Office	✓	✓	✗
Certification by Office Visited	✗	✓	✗
Certificate of Appearance	✗	✓	✓

\*Note: Employees whose time indicated in Locator Slip is start time of Working Hours (e.g. time indicated is 8:00AM-10:00AM) may no longer be required to log-in in the biometrics machine

B. Table on Possible Claims for Expenses Incurred

PRESCRIBED FORM	PASS SLIP	LOCATOR SLIP	AUTHORITY TO TRAVEL
Actual Transportation Expenses	✗	✓	✓
Daily Travel Expenses w/ Receipts Attached (as long as it is w/in DTE)	✗	✗	✓ (w/in 50km)
Daily Travel Expenses (receipts not required)	✗	✗	✓ (beyond 50 km)

C. Table on Authorized Signatories for Recommendation and Approval

C.1. School Based Personnel

PRESCRIBED FORM	SCHOOL HEAD	ASDS	SDS
Teaching and Non-Teaching Personnel in School <b>w/in the Division</b>	Approval		
Teaching and Non-Teaching Personnel in School <b>w/in and outside Region</b>	Recommending Approval		Approval
School Head		Recommending Approval	Approval

C.2. Division Office Personnel

PRESCRIBED FORM	DIVISION CHIEF	ASDS	SDS
Below Division Chief including PSDS (regardless of destination of local travel)	Recommending Approval	Recommending Approval (for those w/o Division Chief)	Approval
Division Chief (regardless of destination of local travel)		Recommending Approval	Approval
ASDS within the Region			Approval

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