



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. 269, 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: Clarifications on Issuance of Locator Slip and Authority to Travel

Date: October 18, 2019

- The following points are hereby clarified relative to the issuance of Locator Slip and Authority to Travel, as required by DepED Order 22, s. 2019 when an employee leaves his/ her station.

COMMON QUERY	CLARIFICATION
Employee will leave the station to transact business within the day, which form to use?	The employee shall use the <i>Locator Slip</i> since he/she will be out of the office <i>within the day for business transactions</i> (e.g. canvass/ submit documents to various agencies)
Employee will be out from his/her station for a 1-day seminar. Shall the employee use the Locator Slip since it is a 1 day-seminar only?	Yes, the employee shall use the <u>Locator Slip</u> for seminars with duration of one (1) day only. Provided that <i>no registration fee</i> is collected. However, <i>if registration fee is collected</i> per participant for the 1-day seminar, employee is advised to file for <u>Authority to Travel</u> .
Who will issue the Authority to Travel?	Authority to Travel of Division Office personnel is c/o assigned personnel per unit/division Authority to Travel of participants to a seminar/workshop shall be made by the Program Holder if participants of the activity is already predetermined. Advised to indicate in

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Who will issue the Authority to Travel?	memo that the same shall serve as Authority to travel of participants identified. Authority to Travel of school-based personnel is c/o School Head, especially for activities where the list of participants is not predetermined. School Heads are given the leeway to identify the participants for such activities.
Who are the signatories for Locator Slip and/or Authority to Travel?	Refer to Table C of Division Memorandum 257, s. 2019

2. For information and guidance.

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