



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

May 15, 2024

DIVISION MEMORANDUM
No. 200, s. 2024

**AMENDMENTS TO DEPED ORDER NO. 043, S. 2022
(OMNIBUS TRAVEL GUIDELINES FOR ALL PERSONNEL OF THE
DEPARTMENT OF EDUCATION)**

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principal/Head Teacher-In-Charge of the District
Senior/Education Program Specialists
**School Heads of Public Elementary, Secondary
and Integrated Schools**
Unit Heads
All Others Concerned

1. This is to reiterate DepEd Order No. 046, s. 2022 titled: "Amendments to DepEd Order No. 43, s. 2022" (Omnibus Travel Guidelines for All Personnel of the Department of Education).
2. Item 3 c. Use of Locator Slips – The provisions of Item IV.C.2.b on the use of Locator Slips for day trips are clarified and amended to read as follows:

b. For activities/events/errands or performance of an 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 for a period not exceeding one day, a Locator Slip duly approved by the Head of Office or his/her Authorized Representative, and certified/signed by the authorized personnel from the office/place visited, may be used as the authority to travel. A certificate of Appearance may be secured from the office visited, in lieu of the certification/signature of the person visited.



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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. In line with this, Public Schools District Supervisors, Principal-In-Charge of the District and Head Teacher-In-Charge of the District are hereby authorized to sign for the approval of the Locator Slip of the School Head on behalf of the Head of Office.
4. Immediate dissemination and compliance with this Memorandum is desired.


FELICIANO C. BUENAFE Jr, CESO VI
Schools Division Superintendent

Enclosure: None
Reference: As Stated
Allotment: 5 (R.O 12-94)
To be indicated in the Perpetual Index

POLICY

RFD



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