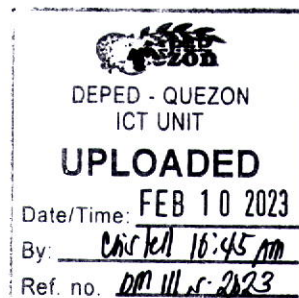




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



03 February 2023

**DIVISION MEMORANDUM**  
**DM No. 111, s. 2023**

**ISSUANCE OF CERTIFICATE OF APPEARANCE IN THE REGULAR TRANSACTIONS IN  
THE SCHOOLS DIVISION OFFICE AND SUB-OFFICES**

**To :** Assistant Schools Division Superintendents  
Division Chiefs  
All Unit/Section Heads  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Liaison and Alternate Liaison Officers  
All SDO Personnel  
All Others Concerned

1. This Office announces that **issuance of a Certificate of Appearance** for the regular transactions in the SDO and Sub-Offices **will be done thru the Records Section of Pagbilao Main Office and Sub-Offices.**
2. The official or employee shall **secure an approved Locator Slip and/or Authority to Travel** attached with necessary documents specified in DepEd Order No. 43/46 s.2022 and **secure initials from the unit/section visited** as the basis for issuance of certification.
3. For transactions within a day, the **certification affixed in the external template of the Locator Slip shall be utilized** while the **internal template** shall be given for two or more days of the transaction.
4. Unit/Section that will be holding different meetings and activities within the Division Office or Sub-Office **consisting of a large number of participants** is advised to

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

**collect the approved Locator Slip/Authority to Travel with attachments in advance** to strategize the issuance of the certification.

5. This memorandum is **effective on February 14, 2023**.
6. For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.

**ELIAS A. ALICAYA, JR.**

Assistant Schools Division Superintendent

Officer in-charge

Office of the Schools Division Superintendent <sup>M</sup>