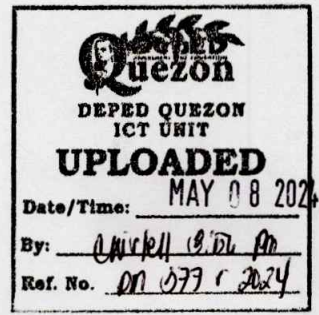




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



3 May 2024

DIVISION MEMORANDUM
 DM No. 377, s. 2024

CORRIGENDUM TO DM NO. 890, S. 2023 RE: SIGNATORY IN THE APPLICATION FOR LOCATOR SLIP, TRAVEL AUTHORITY, ITINERARY OF TRAVEL AND APPENDIX B WITHIN AND OUTSIDE OF DEPED - SDO QUEZON

To: Assistant Schools Division Superintendents
 Division Chiefs
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to DepEd Order No. 1, s. 2023, or the Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities, this Office announces the changes on Division Memorandum No. 890, s. 2023 re: Signatory in the Application for Locator Slip, Travel Authority, Itinerary of Travel, and Appendix B within and outside of DepEd SDO Quezon:

FROM

A. Locator Slip

Position	Recommending Approval	Approval
Non-Teaching Personnel	Follow DO 1, s. 2023	ASDS (alternate of the (SDS) With initials of the School Head (If school –assigned) and PSDS

B. Appendix

Non-Teaching Personnel	School Head, PSDS	ASDS (alternate of the (SDS)
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DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
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TO

A. Locator Slip/Authority to Travel

Position	Recommending Authority	Approving Authority
Non Teaching Personnel (for destination within Quezon)	None	School Head (for School-Based) PSDS (for District -Based)
Non-Teaching Personnel (for destination outside Quezon)	School Head (School-based) PSDS (District -Based)	ASDS (alternate of SDS)
Teaching personnel (for destination within Quezon)	None	School Head
Teaching Personnel (for destination outside Quezon)	School Head	ASDS (alternate of SDS)

B. Itinerary of Travel (Appendix 45) and Certificate of Travel Completed (Appendix 47)

Position	Recommending Approval/Initial	Approval
Non Teaching Personnel (for destination within Quezon)	None	School Head (for School-Based) PSDS (for District -Based)
Non Teaching Personnel (for destination outside Quezon)	School Head (for School-Based) PSDS (for District -Based)	ASDS (alternate of SDS)

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Teaching Personnel (for destination within Quezon)		None	School Head
Teaching Personnel (for destination outside Quezon)		School Head (for School-Based) PSDS (for District -Based)	ASDS (alternate of SDS)

2. Other provisions on the said Memorandum are still in effect.
3. Immediate dissemination and compliance to this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

4.

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