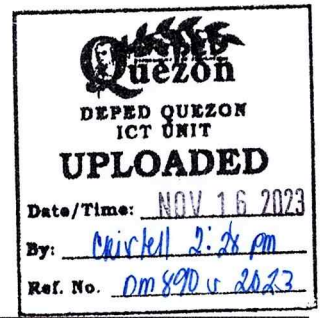




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



14 November 2023

DIVISION MEMORANDUM

DM No. 890, s. 2023

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
 Section/Unit Heads
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

- In consonance with DepEd Order 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 Memorandum informs the DepEd SDO Quezon personnel regarding the signatories for locator slip, travel authority, itinerary of travel, and Appendix B.
- Given the scope and size of this Division, the Schools Division Superintendent delegates some of his tasks to his Assistant Schools Division Superintendents as alternate consistent with the DepEd policies and procedures.

A. Locator Slip

Position/Office	Recommending Approval	Approval
SDO Personnel		SDS With initials of the Head of Office, ASDS

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Non-Teaching Personnel	<i>Follows the DO 1 s. 2023</i>	ASDS (<i>alternate of the SDS</i>) With initials of the School Head (<i>If school-assigned</i>) and PSDS
School Head (Elementary and Secondary schools)		ASDS (<i>alternate of the SDS</i>) With the initial of the PSDS (<i>alternate of the ASDS</i>)

B. Travel Authority

Position	Recommending Approval	Approval
SDO Personnel	Head of Office	SDS <i>With the initial of the ASDS</i>
Non-Teaching Personnel	School Head PSDS (<i>If the personnel is based in the district</i>)	ASDS (<i>alternate of the SDS</i>) <i>With initial of the PSDS *</i>
School Head (Elementary and Secondary schools)	PSDS (<i>alternate of the ASDS</i>)	ASDS (<i>alternate of the SDS</i>)

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C. Itinerary of Travel

Position	Recommending Approval/Reviewer	Approval
SDO Personnel	Head of Office	SDS
Non-Teaching Personnel	School Head	ASDS (<i>alternate of the SDS</i>)
School Head (Elementary and Secondary schools)	PSDS (<i>alternate of the ASDS</i>)	ASDS (<i>alternate of the SDS</i>)

D. Appendix B

Position	Recommending Approval	Initial	Approval
SDO Personnel		Head of Office	SDS
Non-Teaching Personnel		School Head, PSDS	ASDS (<i>alternate of the SDS</i>)
School Head (Elementary and Secondary schools)		PSDS	ASDS (<i>alternate of the SDS</i>)

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3. This Memorandum also reiterates the following concerns:

a. the Daily Time Records (DTR) of the School Heads submitted to the Division Office shall bear the initials of the concerned Public Schools District Supervisor (*as added function authorized by the Schools Division Superintendent*) to ensure the validity of supporting documents;

b. further, the Form 6 or leave forms filed by the school heads shall be signed by the Public Schools District Supervisor under recommending approval; and

c. the PSDSs shall time in and out in the logbook of the school where they report especially during monitoring to record their attendance. A photocopy of their attendance shall be attached to the DTR submitted to the SDO Quezon together with the locator slip.

4. For teaching personnel, this Office follows the existing policies and guidelines of the Department of Education.

5. This shall take effect on **December 1, 2023**.

6. Immediate dissemination and strict compliance to this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

asdsedg11/14/23

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