



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 22 2023

MEMORANDUM

REITERATION ON THE USE OF LOCATOR SLIP

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Others Concerned

1. This is to reiterate the attached Division Memorandum No. 209 dated June 16, 2022 and Division Memorandum No. 386 dated September 21, 2021 on the mandatory use of locator slip of personnel going out of the office during office hours or for 1 day transaction outside of the office.
2. In addition, please see below the authorized signatory of locator slip per unit.

Unit/Office/Personnel	Authorized Signatory
ASDS, CID Chief, AOV, IT Officer, Legal Officer, Accountant III, Budget Officer	Dr. Evangeline P. Ladines
OSDS-Unit Heads (AOIV), Staff and All city paid employees	Ms. Noemi A. Valdez
School Governance and Operations Division (SGOD)	Dr. Nerissa R. Lomeda
Curriculum and Implementation Division (CID)	Ms. Madeline Ann L. Diaz

4. For information and strict compliance.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**
Under the following subjects:

EMPLOYEES

LOCATOR

MMP/NAV/DM – REITERATION ON THE USE OF LOCATOR SLIP

206/JUNE 16, 2023

206

UN-2023-206



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 8805 - 9935, (02) 8805 - 9940
 sdo.muntinlupa@gmail.com





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Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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Superintendent

JUN 21 2022

MEMORANDUM

REITERATION ON THE USE OF LOCATOR SLIP

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Others Concerned

1. This is to reiterate the attached Division Memorandum No. 386 dated September 23, 2021, on the **mandatory** use of locator slip of personnel going out of the office during office hours.
2. Unit heads should affix their initials before the approval of the locator slip by the Administrative officer.
3. Going outside the office during lunch break is allowed from 12:00 NN-1:00 PM, you must log out and log in to the official logbook of the security guard. Exceeding time is subject for salary deduction.
4. For information and strict compliance.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: None

Reference: None

To be indicated in the **Perpetual Index**
Under the following subjects:

EMPLOYEES

LOCATOR

MMP/NAV/DM – REITERATION ON THE USE OF LOCATOR SLIP
209 /JUNE 16, 2022



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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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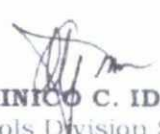
SEP 23 2021

MEMORANDUM

LOCATOR SLIP USAGE

TO: Unit Heads
Administrative Officer II
Administrative Assistants
All National and City-paid Personnel
Job-Order Personnel

1. This Office announces the mandatory use of Locator Slip of personnel going out of the office during office hours. The aim is to locate officials and personnel going out of the office on official business. This is also to safeguard the interest of the transacting public.
2. Attached is a sample copy of the Locator Slip to be secured from Administrative Office c/o Mrs. Noemi A. Valdez.
3. Non-compliance will be sanctioned accordingly. ✕
4. Immediate and wide dissemination of this memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

EMPLOYEES

MMP/NAV/ DM-LOCATOR SLIP USAGE
386/SEPTEMBER 21, 2021



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
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Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
Muntinlupa City

LOCATOR SLIP FOR ADMIN

Date of Filing	Locator Slip No. : Adm -		
Name			
Position / Designation			
Permanent Station			
Purpose of Travel			
Please Check			
Destination			
Event / Transaction / Meeting	Date	Time	
		Approved:	
		NOEMI A. VALDEZ	
Signature of Requesting Party		Administrative Officer V	
Date:		Date:	

Note: This Locator Slip shall be accomplished by all official / employee of the Administrative Section who will be leaving from or going out of his / her station during office hours within the day.

CERTIFICATION

This is to certify that the above official / employee appeared in this office for the purpose:

Signature over printed name of Official	Position	Date
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Notes: This portion shall be filled out by the official or authorized personnel of the office visited.

Reference: DepEd Order No. 022, s. 2019

Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
Muntinlupa City

LOCATOR SLIP FOR ADMIN

Date of Filing	Locator Slip No. : Adm -		
Name			
Position / Designation			
Permanent Station			
Purpose of Travel			
Please Check			
Destination			
Event / Transaction / Meeting	Date	Time	
		Approved:	
		NOEMI A. VALDEZ	
Signature of Requesting Party		Administrative Officer V	
Date:		Date:	

Note: This Locator Slip shall be accomplished by all official / employee of the Administrative Section who will be leaving from or going out of his / her station during office hours within the day.

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