



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

MAY 31 2023

DIVISION MEMORANDUM
NO. 113 s. 2023

**REITERATING THE GUIDELINES IN THE SUBMISSION OF TRAVEL AUTHORITY FOR
OFFICIAL LOCAL AND FOREIGN TRAVELS, AND THE USE OF LOCATOR SLIP**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Public Elementary, Secondary and Senior High School Heads
Division Unit Heads and Personnel
All Others Concerned

1. This Office reiterates the guidelines in the submission of Travel Authority for official local and foreign travels, and the use of Locator Slip to all DepEd employees in the Division of Bataan.
2. To facilitate the smooth processing of the application of Travel Authority, SDO BATAAN is reiterating the following:
 - a. Travel Authority for official local travel may be filed online without the need for submission of hardcopies **7 working days** prior to the date of travel;
 - b. All requests including necessary attachments such as memoranda, shall be emailed to bataan@deped.gov.ph with the subject line "Request for Travel Authority";
 - c. Application for foreign or travel abroad should be submitted to the Division Office through the Records Section **30 working days** before the travel with the following requirements;
 - i. Letter Request of the applicant addressed to the Regional Director,
 - ii. For Elementary (School and District Clearance)
 - iii. For Secondary (School Clearance),
 - iv. Certification of Dispensed Duties, Indorsement of the School Head,
 - v. CSC Form 7,
 - vi. Annex D (Travel Authority for Personal Travel)
3. As a matter of policy and procedure, this Office also reiterates the use of Locator Slip in accordance to *DepEd Order No. 046, s. 2022 titled "Amendments to DepEd Order No. 043, s. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education)"*:



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2011-101



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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 (Revised Annex E), 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.

The accomplished and signed Locator Slip shall serve as the authority to travel and may be used for reimbursement of actual transportation expense only. In no case shall it be used for personal business.

4. Strict compliance of this Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent

Reference: DepEd Order No. 046, s. 2022
To be included in the Perpetual Index
Under the following:
AUTHORITY
EMPLOYEES
TRAVEL
OFFICIALS

AD5/
May 29, 2023



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2003100