



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

March 6, 2020

DIVISION MEMORANDUM
No. 185, s. 2020

SIGNATORIES IN THE AUTHORITY TO TRAVEL AND LOCATOR SLIP

To: **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT**
ALL OTHERS CONCERNED

1. Relative the Ease of Doing Business in this Schools Division Office and pursuant to DepEd Order No. 22, s. 2019 dated September 2, 2019, all personnel are hereby informed that the signatories in the **Authority to Travel** shall be guided by the following provisions:
 - i. **For Travels outside the Region**: The recommending approval shall be signed by the Assistant Schools Division Superintendent for division personnel and School Head for teaching and non-teaching personnel in schools. The approving authority shall be the Schools Division Superintendent.
 - ii. **For Travels within the Region**: The recommending approval shall be signed by the Public Schools District Supervisor for School Heads, Division Chiefs/Section Head for personnel in their division/section and School Head for teaching and non-teaching personnel in schools. The approving authority shall be the Assistant Schools Division Superintendent.
 - iii. **For Travels within the Division outside Barangay Zone I, II, and III**: The recommending approval shall be signed by the Public Schools District Supervisor for School Heads, and School Head for teaching and non-teaching personnel in schools. The approving authority shall be the Assistant Schools Division Superintendent.
 - iv. **For Travels within and outside the Region of students**: The recommending approval shall be the Coach or Focal Person (teacher of the activity). The approving authority shall be the School Head.
2. Further, the signatories for the **LOCATOR SLIP** shall be the following:
 - i. **For official business/time performed/spent by teaching and non-teaching personnel whose schools are located within Barangay Zone I, II and III**: The concerned personnel shall duly sign the said document before it shall be approved by the School Head.



- ii. For official business/time performed/spent by Division Personnel: The concerned personnel shall duly sign the said document before it shall be approved by the Assistant Schools Division Superintendent.
3. For immediate dissemination and strict compliance.


CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
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