



Republic of the Philippines
Department of Education
Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

March 3, 2025

DIVISION MEMORANDUM

No. 188, s. 2025

**LOCATOR SLIP/TRAVEL AUTHORITY AS REQUIREMENTS FOR
TRANSACTIONS IN THE SDO**

TO: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads and Personnel
Public School Heads and Personnel
All Others Concerned

1. It has been observed that there is a growing number of transactions of school personnel outside the allowed transaction schedule that was designed for the efficiency and effectiveness of SDO operations.
2. To ensure that there is no abuse of the consideration given to those with exceptionally urgent transactions, starting March 10, 2025 (Monday), only those with APPROVED Locator Slip/Travel Authority shall be entertained by the SDO Offices.
3. The schedule of transactions issued in Division Memorandum No. 488, s. 2024 “New Schedule of Transactions of Personnel in the SDO” remains in effect.
4. The regular transaction period for school personnel in the SDO starts at 8:00 in the morning and ends at 5:00 in the afternoon from Tuesday to Friday. Transacting personnel should not insist on being accommodated **outside the transaction period**, and on Saturdays and Holidays when there are employees on approved overtime work.
5. This memorandum is for strict compliance of all concerned.

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