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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

August 12, 2025

**OFFICE MEMORANDUM**

AD-2025- **412**

**GUIDELINES ON THE USE OF AUTHORITY TO TRAVEL,  
LOCATOR SLIP, AND PASS SLIP**

To: Functional Division Chiefs  
Regional Office Employees  
All Others Concerned

1. Pursuant to DepEd Order No. 046, s. 2022, which amends DepEd Order No. 043, s. 2022 titled "Omnibus Travel Guidelines for All Personnel of the Department of Education," and to ensure clarity and uniformity in the implementation of procedures regarding the use of authority to travel, locator slips, and pass slips, the following guidelines shall be strictly enforced effective **August 18, 2025**.

2. **On the Use of Authority to Travel.** The Authority to Travel shall be used by an official or employee in proceeding to a specific place or location outside of his/her permanent official station for a period of more than one day to perform a given task or assignment.

3. Travels shall not be allowed on Mondays to be able to attend the Flag Raising Ceremony and the Regional Executive Committee (REXECOM) meeting, except for National travels and attendance at meetings with other agencies.

4. For SDOs that require a longer time for travel, the concerned personnel may be allowed to proceed with the travel in the afternoon.

5. All employees with local travels are expected to be in the Office on a Friday for the consolidation of results of monitoring or activity output, which shall be reported during the REXECOM meeting.

6. Travel time of one day before and one day after for local travels shall only be allowed for SDOs that require a longer time for travel. The dates of actual travel shall be reflected in the authority to travel.

7. **On the Use of Locator Slip.** The Locator Slip is used for activities, events, errands, or performing an assigned task that require a DepEd official or employee to be outside of their 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, duly approved by the Head of Office or their Authorized Representative and certified or signed by the authorized personnel from the office or place visited, shall serve as the authority to travel.



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Telephone No.: (053) 832-5738  
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Website: region8.deped.gov.ph



8. All employees, including the designated liaison officers and canvassers, shall complete the locator slip every time they conduct official business outside the office. They must first report to the office to record their attendance through the biometrics machine and/or log sheet at the guardhouse before proceeding to their destination. However, returning to the office to time out shall not be required if the transaction takes longer than the official working hours. The chief/head shall monitor the whereabouts of their employees while on a locator slip.

9. **On the Use of Pass Slip.** The Pass Slip shall be used for transactions that are personal and are not sanctioned by the office. The number of hours spent outside the office is deductible against the vacation leave credits for permanent employees and from the salary for contract of service employees.

10. The authorized signatories are indicated in the table below:

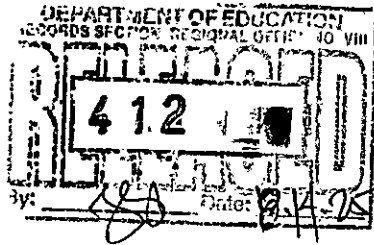
<b>Authority to Travel</b>			
Position	Requesting Officer/Employee	Recommending Authority	Approving Authority
Chiefs of Functional Divisions	To be signed by the requesting Chief	Assistant Regional Director (In the absence of ARD, the space for recommending approval shall be left blank)	Regional Director or his/her authorized representative
Units Heads under the Office of the Regional Director	To be signed by the requesting Unit Head		
Other Employees	To be signed by the respective FD Chief		
<b>Locator Slip</b>			
Chiefs of Functional Divisions	To be signed by the requesting employee	For counter signature of the Immediate Superior	Regional Director or his/her authorized representative
Units Heads under the Office of the Regional Director			
Other Employees			
<b>Pass Slip</b>			
Chiefs of Functional Divisions	To be signed by the requesting employee	For counter signature of the Immediate Superior	Regional Director or his/her authorized representative
Units Heads under the Office of the Regional Director			
Other Employees	To be signed by the requesting employee	For counter signature of the Immediate Superior	Chief of Division

11. Attached are the templates for Locator Slip, Authority to Travel, and Pass Slip for reference.

12. The Chiefs of Division, Section, or Unit Heads shall be responsible for the prudent exercise of authority regarding travel approvals, locator slips, pass slips, and the verification of each employee's compliance with prescribed office hours under their jurisdiction.

13. Non-compliance with the aforementioned rules may be a ground for disciplinary action pursuant to Section 50 (F) (3), Rule 10 (Administrative Offenses and Penalties on the violation of Reasonable Office Rules and Regulations.

14. For information and strict compliance.



**RONELAL K. FIRMO, CESO IV**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

*RKF*

AD-PS-EDR



No.: \_\_\_\_\_

Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

(DepEd Order No. 043, s. 2022)

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>NAME</b>	
<b>Position/Designation</b>	
<b>Permanent Station</b>	
<b>Purpose of Travel</b> (must be supported by attachments)	
<b>Host of Activity</b>	
<b>Inclusive Dates</b>	
<b>Destination</b>	
<b>Fund Source</b>	
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p> <p>_____</p> <p>Name and Signature of Immediate Superior/ FD Chief/Unit Head</p> <p>_____</p> <p>Date</p>	
<p><i>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i></p>	
<p><b>APPROVED</b></p> <p><b>RONELO AL K. FIRMO, CESO IV</b>          Assistant Regional Director          Officer-in-Charge          Office of the Regional Director</p> <p>_____</p> <p>Name and Signature of Approving Authority</p> <p>Date</p>	

**ANNEX E**

DepED Order No. 043, s. 2022



Republic of the Philippines  
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 REGION VIII - EASTERN VISAYAS

**LOCATOR SLIP**

<b>NAME</b>	
<b>Position/Designation</b>	
<b>Permanent Station</b>	
<b>Purpose of Travel</b> (must be supported by attachments)	
<b>Please Check</b>	<input type="checkbox"/> Official Business <input type="checkbox"/> Official Time
<b>Date and Time</b>	
<b>Destination</b>	
<hr/> Signature of Requesting Employee	<hr/> Signature of Head of Office/Authorized Representative

**CERTIFICATION**

To the concerned:

This is to certify that the above-named DepEd official/personnel has visited or appeared in this Office/place for the purpose and during the date and time stated purpose.

Name and Signature: \_\_\_\_\_

Position/Designation: \_\_\_\_\_

Office: \_\_\_\_\_

Republic of the Philippines  
Department of Education  
**REGIONAL OFFICE VIII (EASTERN VISAYAS)**  
Government Center, Candahug, Palo, Leyte

### PASS SLIP for PERSONAL BUSINESS

\_\_\_\_\_  
*Printed Name and Signature of Employee* *Date*

Permission is hereby requested to:

Leave the office premises during office hours

from \_\_\_\_\_ to \_\_\_\_\_  
*(Intended time of departure) (Intended time arrival)*

Deviate from my fixed time of arrival

from \_\_\_\_\_ to \_\_\_\_\_

Purpose (Optional): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by:

\_\_\_\_\_  
(Head of Office / Authorized Representative)

Actual time of departure: \_\_\_\_\_ Guard on Duty \_\_\_\_\_

Actual time of arrival: \_\_\_\_\_ Guard on Duty \_\_\_\_\_

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Government Center, Candahug, Palo, Leyte

### PASS SLIP for PERSONAL BUSINESS

\_\_\_\_\_  
*Printed Name and Signature of Employee* *Date*

Permission is hereby requested to:

Leave the office premises during office hours

from \_\_\_\_\_ to \_\_\_\_\_  
*(Intended time of departure) (Intended time arrival)*

Deviate from my fixed time of arrival

from \_\_\_\_\_ to \_\_\_\_\_

Purpose (Optional): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by:

\_\_\_\_\_  
(Head of Office / Authorized Representative)

Actual time of departure: \_\_\_\_\_ Guard on Duty \_\_\_\_\_

Actual time of arrival: \_\_\_\_\_ Guard on Duty \_\_\_\_\_