



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION XI
DIVISION OF TAGUM CITY



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Division Memorandum No. 068, s. 2020

To : All Division Teaching and Non-Teaching Personnel

From : **DR. JOSEPHINE L. FADUL**
Schools Division Superintendent

Subject: Updated Guidelines on the Official Local Travels/Locator Slips in the Division

Date : January 23, 2020

Relative to the Official Local Travels in the Division, you are hereby informed on the updated signatories for the Local Travel Order for all Teaching and Non-Teaching Personnel beginning January 24, 2020.

LOCATOR SLIP

	Approving Authorities	
	Recommending Approval	Approval
School Head		CID Chief/Assistant Schools Division Superintendent
Teacher		School Head
NTP from the School/District		School Head
NTP from the Division Office		Section Head/AOV

AUTHORITY TO TRAVEL

	Approving Authorities	
	Recommending Approval	Approval
Within the Region		
School Head		CID Chief/Assistant Schools Division Superintendent
Teacher	School Head	CID Chief/Assistant Schools Division Superintendent

NTP from the School/District	School Head	CID Chief/Assistant Schools Division Superintendent
NTP from the Division Office	Section Head	Schools Division Superintendent
Outside the Region		
School Head	CID Chief/Assistant Schools Division Superintendent	Schools Division Superintendent
Teacher	School Head	Schools Division Superintendent
NTP from the School	School Head	Schools Division Superintendent
NTP from the District and the Division Office	Section Head	Schools Division Superintendent

DEPARTMENT OF EDUCATION
 DIVISION OF TAGUM CITY
 RECORDS SECTION
RELEASED
 By: *[Signature]*
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