

Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

August 15, 2024

DIVISION MEMORANDUM
No. 388 s. 2024

**GRANT OF AUTHORITY TO SIGN LOCATOR SLIPS
IN SDO CATANDUANES**

TO : Assistant Schools Division Superintendent
SGOD & CID Chiefs and Personnel
OSDS Heads and Personnel
Elementary & Secondary School Heads/OICs
School-based Teaching & Non-Teaching Personnel

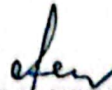
1. For operational efficiency, this Office authorizes the following SDO officials to approve Locator Slips effective August 16, 2024:

Station	Requesting Employee	Approving Authority
SDO	Chief Education Supervisors	SDS/ ASDS
	Legal Officer, ITO, AOV- Administrative Services, Accountant, Budget Officer	SDS/ ASDS
	CID Personnel (EPSs and PSDSs) including Non-Teaching Personnel	CID Chief
	SGOD Personnel including Non-Teaching Personnel	SGOD Chief
	OSDS Personnel *Accounting and Budget Unit Personnel to be countersigned by their Unit Heads before the approval of the AOV- Administrative Services	AOV – Administrative Services
School	School Head	Public Schools District Supervisor
	Teaching and Non-Teaching Personnel	School Head





2. In case the Approving Authority for Locator Slip is on Leave or on Official Business outside the Office, the following will be followed:

SDO – based personnel	The next higher authority
School-based personnel	Officer-In-Charge duly authorized by the Schools Division Superintendent

3. Dissemination of and compliance with this memorandum is desired.


CECILE C. FERRO CESO VI
 Asst. Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent



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