



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
DIVISION OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL

29 March 2023

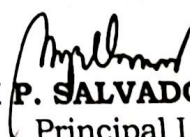
SCHOOL MEMORANDUM

No. 31 s. 2023

REITERATION ON THE UTILIZATION OF PASS SLIP AND LOCATOR SLIP

To: All Teaching and Non-Teaching Personnel

1. For the information and guidance of all concerned, enclosed is a copy of DepEd Order No. 46, s. 2022 titled "Amendments to DepEd Order No. 043, s. 2022 (Omnibus Travel for All Personnel of the Department of Education).
2. All teaching and non-teaching personnel are encouraged to be acquainted with the accurate use of Pass Slip and Locator Slip.
3. Pass slip shall be used only for personal transactions/errands that would require leaving from or going out of the permanent station/workplace during office hours (maximum of 1 hour) within the day. Should the concerned personnel exceeds the one-hour duration, it will automatically be considered undertime and shall be deducted against his/her remaining leave credits, if any.
4. Please refer to the attached document for further details regarding the use of Locator Slip.
5. Immediate dissemination and strict compliance with this Memorandum is earnestly desired.


NANETH P. SALVADOR, EdD
Principal I

AEP

RSA/SM NO. 31, S.2023
3/29/2023



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