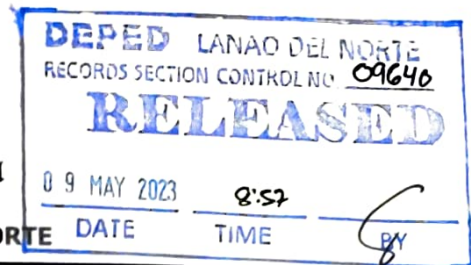




Republic of the Philippines  
Department of Education  
REGION X  
SCHOOLS DIVISION OF LANA DEL NORTE



DIVISION MEMORANDUM  
NO. 202 S. 2023

May 08, 2023

**REITERATION OF DEPED ORDER NO. 043, S.2022, OMNIBUS TRAVEL GUIDELINES  
FOR ALL PERSONNEL OF THE DEPARTMENT OF EDUCATION AND THE USE OF  
ITINERARY OF TRAVEL & REVISED ANNEX E**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads  
Service/ Unit Heads  
All Others Concerned

1. This is to reiterate the DepEd Order No. 043, s. 2022 titled **Omnibus Travel Guidelines for All Personnel of the Department of Education** to enforce clarity on the processes and requirements for all travel claims, and to strictly implement the proper usage of forms such as Itinerary of Travel, and Annex E (Locator Slip) during official local travel of all teaching and non-teaching personnel of this division.
2. In view thereof, this Office directs all division and field personnel to use the attached **Appendix 45 (Itinerary of Travel)**, **Appendix 47 (Certificate of Travel Completed)**, and **Revised Annex E (Locator Slip)** during activities/events/errands that would require the DepEd personnel to leave from or go out of the permanent station or workplace during office hours within the day. This is to produce a unified look of Itinerary of Travel, CTC, and Annex E in all travel claims. The e-copy of which can be accessed and downloaded at <https://bit.ly/42yEru5>.
3. Queries relative to this matter can be relayed to Mr. Torr Aurelio M. Ardon, Accountant III, Office of the Accountant at 09171728117.
4. For information, guidance, and strict compliance.

  
**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

ACCOUNTING      ISSUANCES      TRAVEL

RML/DM-Reiteration of DO No. 043 s.2022 and the Use of Itinerary of Travel & Revised Annex E  
0017/May 08, 2023



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Republic of the Philippines  
**Department of Education**  
 REGION X  
**SCHOOLS DIVISION OF LANA O DEL NORTE**

**CERTIFICATION OF TRAVEL COMPLETED**

**Entity Name:** \_\_\_\_\_

**Fund Cluster:** \_\_\_\_\_

\_\_\_\_\_  
Station-In-Charge

\_\_\_\_\_  
Station

I HEREBY CERTIFY THAT I have completed the travel as authorized in the Travel Order/Itinerary of Travel No. \_\_\_\_\_ dated \_\_\_\_\_ under conditions indicated below:

- / x / Strictly in accordance with the approved itinerary
- / / Cut short as explained below. Excess payment in the amount of  
P \_\_\_\_\_ was refunded under O. R. No. \_\_\_\_\_ dated \_\_\_\_\_
- / / Extended as explained below, additional itinerary was submitted
- / / Other deviation as explained below.

Explanation or justifications:

Evidence of travel:

Respectfully submitted:

\_\_\_\_\_  
Position

On evidence and information of which I have knowledge, the travel was actually undertaken.

Approved:

**EDWIN R. MARIBOJOC, CESO V**

*Schools Division Superintendent*



**Address:** Pigcarangan, Tubod, Lanao del Norte  
**Telephone No.:** (063) 227-6150  
**Email Address:** [lanao.norte@deped.gov.ph](mailto:lanao.norte@deped.gov.ph)  
**Web site:** <https://depedldn.com>



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REVISED ANNEX E



Republic of the Philippines  
Department of Education

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/>		<hr/>
Signature of Requesting Employee		Signature of Head of Office

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 above.

Name and Signature:  
Position/Designation:  
Office: