



Republic of the Philippines
Department of Education
REGION I



Office of the Regional Director

NOV 03 2022

OFFICE MEMORANDUM
No. 263, s. 2022

AUTHORIZED SIGNATORY FOR THE USE OF LOCATOR SLIP

TO: All Chiefs of Functional Division
All Heads of Units/Sections
All Others Concerned

1. In pursuant to the issued Office Memorandum No. 254, s. 2022 entitle "Use of Locator Slip in compliance to DepEd Order No. 046, s. 2022 and the DepEd Order No. 043, s. 2022 (Omnibus Travel Guidelines for All Personnel of the DepEd)", it is informed that the authorized person to sign the locator slip is as follow:

ATTY. RHEA JOY L. CARBONELL
Chief Administrative Officer
Administrative Division

- The Locator Slip, Travel Authority for Official Travel and new Vehicle Request form can be accessed at <https://tinyurl.com/OfficialFormat>.
- Please be guided accordingly.


TOLENTINO G. AQUINO
Director IV

AD-GSU/cls/OM-LocatorSlip
October 28, 2022



DepEd Region I: Built on character; empowered by competence.



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