



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

June 22, 2026

SCHOOLS DIVISION MEMORANDUM
No. 216, s. 2026

GUIDELINES ON LOCATOR SLIPS AND ISSUANCE OF CERTIFICATE OF APPEARANCE FOR SCHOOL VISITS AND MONITORING ACTIVITIES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Schools Division Office Personnel
Others Concerned

Pursuant to existing DepEd policies, regulations, and applicable government accounting and auditing rules and to ensure proper documentation, transparency, and accountability during School Visits and Monitoring Activities, the following guidelines shall be strictly observed effective immediately.

1. All SDO personnel conducting school visits and monitoring activities *shall present a copy of the duly approved Locator Slip to the guard on duty* prior to departure from the Schools Division Office for proper recording.
2. The *arrival and departure time of SDO personnel shall be accurately indicated in the Certificate of Appearance* by the School Head or the authorized school personnel responsible for issuing the same.
3. The issuance of blank Certificates of Appearance is strictly prohibited. All Certificate of Appearance shall be fully accomplished by the authorized school personnel prior to release. The school head shall be accountable in the issuance of the certificate.
4. All Certificates of Appearance *shall bear the official "RELEASED" stamp* of the issuing school to validate authenticity and proper issuance.
5. Only one (1) Certificate of Appearance shall be issued to each visiting and monitoring employee per day of visit, regardless of the number or nature of activities conducted within the same school.
6. Failure to comply with the provisions of this Memorandum may result in the non-processing or disallowance of claims for traveling expenses due to



Address: Brgy. Rizal, Science City of Muñoz, 3119
Email Address: munozscience.city@deped.gov.ph



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incomplete or non-compliant supporting documents, consistent with existing COA and DepEd policies.

7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent



Encl: None
Reference: None
To be indicated in the perpetual index
Under the following subjects

LOCATOR SLIP AND CERTIFICATE OF APPEARANCE

Guidelines on Locator Slips and Issuance of Certificate of Appearance
001/06.18.2026



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