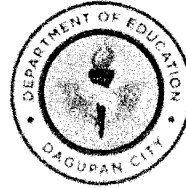


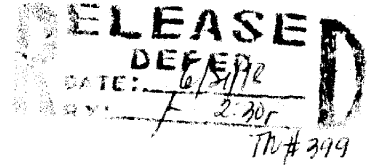
Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



Division Memorandum

No. 220 s, 2018

June 21, 2018



TO: **Asst. Schools Division Superintendent**
Chiefs, SGOD and CID
All EPS/PSDS
All SDO PERSONNEL

FROM: Office of the Schools Division Superintendent

RE: **IMPLEMENTING GUIDELINES ON THE USE OF PASS SLIP**

1. Anent to the issuance of Division Memorandum no. 218 s., 2018 re: **ADMINISTRATIVE QUALITY MANAGEMENT SYSTEM POLICIES, the following are the guidelines to observe effective today:**

SCOPE

- 1.1 All SDO employees, including the Chiefs are required to use the Pass Slip for official business and personal transaction.

SECURING/RECORDING/TRACEABILITY

- 1.2 The Pass Slip will only be secured from the OSDS for traceability and control c/o Lilia R. de Guzman.
- 1.3 The employee upon accomplishing the Pass Slip will secure the initial of his/her Chief and submit this to the OSDS for recording and Control Number. This will then be submitted to the SDS for her approval and signature.
- 1.4 The employee will show the Pass Slip to the assigned security personnel for recording of Time of Departure and afterwards upon return, for Time of Arrival.
- 1.5 The employee upon coming back will submit the Pass Slip with the Certificate of Appearance to the OSDS for validation.

APPROVAL

- 1.1 The Schools Division Superintendent is the sole signatory for the approval of said Pass Slip. In case the SDS is on official duty and is not available, the Asst. Schools Division Superintendent will sign for the approval or the designated Officer-in-Charge.
 - 1.2 Only the initial of the Chiefs are to be affixed on the right side of the SDS name.
 - 1.3 Person transacted or his representative will affix their signature on the Pass Slip upon arrival/departure of the SDO employee at said venue. A Certificate of Appearance will be issued to the employee as part of the documentary requirement upon return to SDO.
2. School heads and teachers together with all other employees at school level are instructed and required to observe similar procedure.
 3. For your information, guidance and compliance.


DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent