

Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION

**SCHOOLS DIVISION OF BAGUIO CITY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOCATOR SLIP**

DIVISION/OFFICE/SCHOOL:

|  |  |  |
| --- | --- | --- |
| NAME |  | |
| POSITION/DESIGNATION |  | |
| PERMANENT STATION |  | |
| PURPOSE  (must be supported by attachments) |  | |
| PLEASE CHECK | Official Business Official Time | |
| DATE AND TIME |  | |
| DESTINATION |  | |
| Signature of Requesting Official/Employee  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Approved:  Head of Office/Authorized Official  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | | |
| **CERTIFICATION**  This is to certify that the above-named employee appeared in this Office for the above purpose/s.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Agency/Office | Arrival | Departure | Name | Position | Signature | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   ***(Note: This Portion shall be filled out by the Official/authorized personnel of the office visited.)*** | | |

\*Personal Copy



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| Signature of Requesting Official/Employee  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Approved:  Head of Office/Authorized Official  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | | |
| **CERTIFICATION**  This is to certify that the above-named employee appeared in this Office for the above purpose/s.   |  |  |  |  | | --- | --- | --- | --- | | Agency/Office | Name | Position | Signature | |  |  |  |  | |  |  |  |  | |  |  |  |  |   ***(Note: This Portion shall be filled out by the Official/authorized personnel of the office visited.)*** | | |

\*Office Copy