



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	<input type="checkbox"/> Official Business <input type="checkbox"/> 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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