**Republic of the Philippines**

**Department of Education**

**REGION X – NORTHERN MINDANAO**

**DIVISION OF MALAYBALAY CITY**

*Sayre Highway, Purok 6, Casisang., Malaybalay City*

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| **LOCATOR SLIP****DISTRICT/SCHOOL:**  |
| **Date of Filing** |  |
| **Name** |  |
| **Permanent Station** |  |
| **Position / Designation** |  |
| **Purpose**  |  |
| **Please Check** | Official Business Official Time |
| **Destination** |  |
| **Date and Time of Event/ Transaction/ Meeting** |  |
| Signature of RequestingOfficial / EmployeeDate : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Approved :**Head of Office or his/herAuthorized RepresentativeDate : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**C E R T I F I C A T I O N**

This is to certify that the above employee appeared in this Office for the above purpose.

 Signature over printed name Position Date

**(Note: This portion shall be filled out by the Official/authorized personnel of the Office visited.)**

\*The accomplished and signed Locator Slip shall serve as the authority to travel.