**Republic of the Philippines**

**Department of Education**

**REGION X – NORTHERN MINDANAO**

**DIVISION OF MALAYBALAY CITY**

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

|  |  |  |
| --- | --- | --- |
| **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 Requesting  Official / Employee  Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Approved :**  Head of Office or his/her  Authorized Representative  Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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.