

**ANNEX E**



**CONTROL NO.**

Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

<b><u>LOCATOR SLIP</u></b>	
<b>NAME</b>	
<b>Position/ Designation</b>	
<b>Permanent Station</b>	
<b>Purpose of Travel</b> (must be supported by attachments)	
<b>Please Check</b>	<input type="checkbox"/> Official Business <input type="checkbox"/> Official Time
<b>Date and Time</b>	
<b>Destination</b>	
_____ Signature of Requesting Employee	_____ Signature of Head of Office