No.:

**LOCATOR SLIP**

|  |  |
| --- | --- |
| **NAME** |  |
| **Position/Designation** |  |
| **Purpose of Travel** |  |
| **Permanent Station** |  |
| **Please Check** |  Official Business Official Time |
| **Date and Time** |  |
| **Destination** |  |
| *I hereby attest that the information in this form and in the supporting documents attached hereto are true and*correct.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Name and Signature of Approving Authority* *Date* |
| **APPROVED**\_\_\_\_**MARIA TERESA C. BADILLA, PhD.**\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Name and Signature of Approving Authority* *Date* |

**LOCATOR SLIP**

No.:

|  |  |
| --- | --- |
| **NAME** |  |
| **Position/Designation** |  |
| **Permanent Station** |  |
| **Purpose of Travel**(must be supported |  |
| by attachments) |
| **Please Check** | **Official Business** **Official Time** |
| **Date and Time** |  |
| **Destination** |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Requesting Employee |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Head of Office |