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 |