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TARLAC STATE UNIVERSITY

**Human Resource Development and Management Office**

**LOCATOR SLIP**

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| **Purpose**: (Please check the appropriate box)  🞏 Official Business 🞏 Personal | | **Date**: |
| **Destination**: | | |
| **Reason**: | | |
| **Time of Departure**: | **Time of Arrival/Return:** | |
| **Requested** **by**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over Printed Name | **Approved** **by**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over Printed Name | |

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| Form No.: TSU-HRD-SF-143 | Revision No.: 00 | Effectivity Date: March 02, 2020 | Page 1 of 1 |



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