



CONGRESS OF THE  
REPUBLIC OF THE PHILIPPINES  
**HOUSE OF REPRESENTATIVES**  
*Constitution Hills, Quezon City*

<b>PERSONNEL LOCATOR SLIP</b>			EMPLOYEE NO.
NAME (Last)	(First)	(M.I.)	DATE OF FILING
SERVICE/GROUP <b>HRMS-PERSONNEL TRANSACTIONS GROUP</b>		POSITION	
MISSION/REASONS: _____			
DESTINATION: _____			
DURATION		DATE: _____	
		TIME: _____	
MISSION APPROVED BY:			
_____ Signature of Employee		_____ Service Director	
No vehicle available for the official mission:  _____		Reimbursement Requested for [ ] Transportation [ ] Meal  REIMBURSEMENT APPROVED BY:  _____	
Chief, Transport Facilities Group		Executive Director	



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