

Republic of the Philippines
CITY OF KORONADAL WATER DISTRICT
Block 1, Casa Subdivision, City of Koronadal
Tel. (083) 228-8141 / 228-4049 / 520-0674

PERSONNEL LOCATOR'S SLIP

The undersigned seek permission to leave his/her post on _____
today, shall be at _____ for the following reasons:

_____.

The expected time to return _____

() Official

() Personal

Time OUT	Time IN

Requested by:

Employee

Employee

Employee

Recommending Approval:

Approved by:

Noted:

Department Manager/Division Head

General Manager B

Division Manager B – A&HR