

Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF MASBATE CITY

## INDIVIDUAL PASS SLIP For PERSONAL BUSINESS

Printed Name of En	nployee	Date		
Permission is hereby requested to leave the Office premises during Office hours.				
From		to		
Intended time of departure Intended time of arrival				
Purpose (Optional):		·		
	Sigr	nature of Employee		
Approved by:				
(Head of Office/Authorized Representative)				
Actual time of departure: Actual time of return: Guard on Duty:				



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From	to
Intended time of departure	Intended time of arrival
	·
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