**EXIT PERMIT FOR EMPLOYEES**

**I. Upon Exit**

Name of Employee: _______________________________________________

Department: ________________________________________________________

Destination: _________________________________________________________

Purpose:

- [ ] Bank Transaction
- [ ] Purchase of material/s for an activity/buy office supplies
- [ ] Transmit Documents to other office/institution
- [ ] Others (Analogous Circumstances)

pls. specify: ________________________________________________________

Time Out _____________________   Time In _________________________

Date _______________________________

Signed: ___________________________  Approved: _______________________

Signature over Printed Name of Employee  Signature over Printed Name of Head of Office

**II. Upon Return**

Certified: Division/Department Head: ___________________________ Date: _____________

Signature over Printed Name

Received: HRMO ___________________________ Date: _____________

Signature over Printed Name

III. Verified: Assistant to the Director, HRMO ___________________________ Date: _____________

Signature over Printed Name

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1. use for short period / distance, w/ in a day / Legazpi & suburbs.
2. use for personal / official purposes.
3. accomplish in triplicate: (employee, office/dept., hrmo)