



HRMO HRIS form no. 102

..... service is our Mission

Dated filed: _____

EXIT PERMIT FOR EMPLOYEES

I. Upon Exit

Name of Employee: _____

Department: _____

Destination: _____

Purpose:

Official

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: _____
Signature over Printed Name of Employee

Approved: _____
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

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)



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