EXIT PERMIT (for non-teaching personnel)

Name of Employee ________________________________________
Department ______________________________________________
Destination ______________________________________________
Purpose _________________________________________________
Time Out __________________   Time In _____________________
Signature of Employee ___________________________ Signature of Head of Office ___________________________

Signature of Person Visited (if applicable) ___________________________

1. use for short period / distance, w/ in a day / Legazpi & suburbs.  
2. use for personal / official purposes.  
3. accomplish in triplicate: (employee, office/dep’t., hrmo)  
4. submit to HRMO at the end of each month thru the head of office.

HRMO Form 102

AQUINAS UNIVERSITY OF LEGAZPI
Human Resource Management Office
Rawis, Legazpi City, Philippines
Tel. No. (052) 820-8711