



AQUINAS UNIVERSITY OF LEGAZPI

Human Resource Management Office

Rawis, Legazpi City, Philippines

Tel. No. (052)482-0898

“Vita Veritatis Et Amoris Ex Gratitude”

“ A Life of Truth and of Love out of Gratitude”

HRMO Form 102

..... service is our Mission

EXIT PERMIT(for ALL EMPLOYEES)

Date: _____

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/dept., hrmo)
4. submit to HRMO at the end of each month thru the head of office.



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