

# AQUINAS UNIVERSITY OF LEGAZPI

**Human Resource Management Office** Rawis, Legazpi City, Philippines

Tel. No. (052)482-0898

### "Vita Veritatis Et Amoris Ex Gratitudine"

"A Life of Truth and of Love out of Gratitude"

HRMO Form 102

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## **EXIT PERMIT(for ALL EMPLOYEES)**

	Date:		Date:
Name of Employee		Name of Employee	
Department		Department	
Destination		Destination	
Purpose		Purpose	
Time Out	Time In	Time Out 1	Fime In
	Signature of Head of Office	Signature of Employee	Signature of H
Signature o	f Person Visited(if applicable)	Signature of Per	son 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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