



Republic of the Philippines
OFFICE OF THE CITY ENGINEER
 Iriga City

PASS SLIP

1. ISSUED FOR: A. OFFICIAL ACTIVITY B. PERSONAL REASONS
 2. TO: _____ DATE: _____

3. You are hereby authorized to proceed to: _____
 for the purpose as indicated: (Check appropriate purpose)

- A. 1 to coordinate with _____
 to attend meeting/conference _____
 to secure documents & others _____
 to follow up _____

B. 1 to attend personal matter _____

4. Time of Departure from Office: _____ AM PM 5. Time of Return: _____ AM PM

6. Requested by: _____ Name and Signature of Employee
 7. Recommending Approval: _____
 (Immediate Supervisor)

8. I Certify that the above mentioned personal appeared on the date and purpose as indicated.

 Name and Signature Approved: **ELVIN V. MABANSAY**
 OIC - City Engineer



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