



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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