Republic of the Philippines
NORTHERN BUKIDNON STATE COLLEGE
(*Formerly Northern Bukidnon Community College*) R.A.11284
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Creando futura, Transformationis Vitae, Ductae a Deo

EMPLOYEE'S PASS SLIP FOR OFFICIAL TRANSACTIONS

(Academic Cluster)

Date: _____

Name : _____
Position : _____
Office/Department : _____
Purpose of going out : _____
_____
Place to visit : _____
Expected time of:

Departure:	Return:

Signature of Employee: Approved by:

_____ _____
JOVELYN G. DELOSA, PH. D.
Vice President for Academic Affairs

----------*(To be filled-out by Guard on Duty)*----------

Guard's Signature:

Time of Departure: _____ _____
Time of Return: _____ _____

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(Please Accomplish in 3 Copies)