Republic of the Philippines
NORTHERN BUKIDNON STATE COLLEGE
(*Formerly Northern Bukidnon Community College*) R.A.11284
Manolo Fortich, 8703 Bukidnon • (088)5373185• nbscadmin@nbsc.ph/opnbsc@nbsc.ph
Creando futura, Transformationis Vitae, Ductae a Deo

EMPLOYEE'S PASS SLIP FOR OFFICIAL TRANSACTIONS

(Administration Cluster)

Date: _____

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

Departure:	Return:

Signature of Employee: Approved by:

_____ _____

HELEN E. MAASIN, PH. D.
Chief Administrative Officer

----------*(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)