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
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EMPLOYEE'S PASS SLIP FOR PERSONAL TRANSACTIONS

Date: _____

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

Departure:	Return:

Signature of Employee: Approved by:

_____ _____

Direct Supervisor
Signature over Printed Name

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

WAIVER

I understand that by allowing me to leave the college premises for personal reasons, I agree to release NBSC, its agents, and employees from and against all liabilities, loss, damage, claims, or actions to the maximum extent permissible by law, arising out of such any personal transactions thereof.

Name and Signature of Employee: _____ Date Signed: _____