



Department of Environment and Natural Resources
NATIONAL CAPITAL REGION
 National Ecology Center, East Avenue, Diliman, Quezon City



PASS SLIP

Date: _____

Name of Employee _____ () Official () Personal

Time Out: _____

Purpose: _____

Destination: _____

Recommending Approval: _____

Approved by: _____

Division Chief

Manuel T. Escasura

OIC, Assistant Regional Director for Management Services

Time In: _____

Front Guard Duty

1. Pass Slip must be prepared in duplicate
2. Original Copy to be submitted by the employee to the Division Chief upon return to the Office after time-in has been attested by the guard on duty
3. Duplicate copy to be submitted by the guard-on-duty to the Personnel Section



Department of Environment and Natural Resources
NATIONAL CAPITAL REGION
 National Ecology Center, East Avenue, Diliman, Quezon City



PASS SLIP

Date: _____

Name of Employee _____ () Official () Personal

Time Out: _____

Purpose: _____

Destination: _____

Recommending Approval: _____

Approved by: _____

Division Chief

Manuel T. Escasura

OIC, Assistant Regional Director for Management Services

Time In: _____

Front Guard Duty

1. Pass Slip must be prepared in duplicate
2. Original Copy to be submitted by the employee to the Division Chief upon return to the Office after time-in has been attested by the guard on duty
3. Duplicate copy to be submitted by the guard-on-duty to the Personnel Section