

PASS OUT SLIP	
() Official Business	() Personal Business
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> Signature over Printed Name of Employee Position </div>	
Destination: _____ Date: _____ Time Out: _____ Time In: _____ Purpose: _____ _____ _____	
Recommending Approval:	Approval:
Section Chief	Division Chief
CERTIFICATE OF APPEARANCE	
<p style="text-align: center;">This is to certify that _____ of Environmental Management Bureau - Central Office personally appeared in this office from _____ to _____.</p>	
Signature over Printed Name of attending Personnel Designation: _____ Contact No.: _____	
<i>In case an employee buys office supplies, said employee shall attachcopy of OR of purchases.</i>	

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