Permission is hereby granted to Mr./Ms. ____________________________
to leave the office on OFFICIAL / PERSONAL business for the following purpose/s:
___________________________________________________________________________________
Place/s to be visited:_________________________________________________________________
Date:_____________________________ Time of Departure:______________ AM/PM
Time of Arrival :______________ AM/PM
___________________________
Signature of Employee
Permission granted by:
_______________________
Supervisor
(Employee's Copy)

Permission is hereby granted to Mr./Ms. ____________________________
to leave the office on OFFICIAL / PERSONAL business for the following purpose/s:
___________________________________________________________________________________
Place/s to be visited:_________________________________________________________________
Date:_____________________________ Time of Departure:______________ AM/PM
Time of Arrival :______________ AM/PM
___________________________
Signature of Employee
Permission granted by:
_______________________
Supervisor
(Civil Security Section's Copy)