

INSTITUTE OF BIOLOGY
University of the Philippines Diliman
Diliman, Quezon City

PASS SLIP

Name: _____ Date: _____

Time Out: _____ AM / PM ☐ Official ☐ Personal

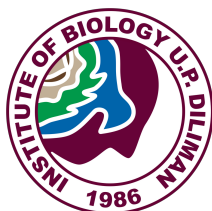
Destination: _____

PURPOSE:

Approved by: _____

Immediate Supervisor

Time In: _____ AM / PM Witnessed: _____
Name & Signature of Guard on duty



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(Adapted from the NSRI, UP Diliman)

Instruction:

1. Pass Slip Form must be prepared in advance by the employee, for approval of the Supervisor.
2. Indicate the information needed, especially the destination and purpose.
3. Indicate the Time Out and submit it to the guard on duty before going out.
4. Upon return, indicate the Time In and have it witnessed by the guard on duty.
5. Submit this to the Admin. Office for notation of the Director and for filing purposes.

Purpose of Pass Slip:

All departure from the place of work whether official or for personal reason during office hours should be covered by a duly approved Pass Slip. Requests for personal purposes should be used when necessary and for short duration only. Any employee who leaves the office without an approved Pass Slip Form shall be considered to have incurred undertime or an unauthorized absence. It is understood that the employee must make up for the lost time within the day to complete the 8-hour per day work requirement.

Reference - CSC Issuances in connection with Pass Slip.

- 1) CSC MC No. 21, s. 1991 – Policy on Government Working Hours for Government Officials and Employees.
 - 2) CSC MC No. 01, s. 1994 – Amendment to Section 1, Rule XVIII of the Omnibus Rules Implementing Book V of the 1987 Administrative Code
 - 3) CSC MS No. 05, s. 1997 – Policy on Attendance and Punctuality
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