



HUMAN RESOURCE MANAGEMENT OFFICE

**PERMIT TO ENTER THE CAMPUS
 (During Sundays and Holidays)**

**** This form must be accomplished and submitted to the HRMO by the requesting head during Thursdays or at least three (3) days before the Holiday or actual date requested ****

Date of Filing		Department/Office		
Name of Employee/s	Date	Time		Purpose/s
		From	To	
Requested by _____		Recommending Approval: _____		Approved by: _____
<i>Printed Name & Signature of Immediate Head</i>		<i>Director, HRMO</i>		<i>AVCAS</i>
Original copy – HRMO		Duplicate – Security Office		Triplicate – Department Concerned



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