


**DIVISION MEMORANDUM**

No. 14, s. 2020

**GUIDELINES ON THE USE OF PASS SLIP**

To: Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Secondary and Elementary School Heads  
This Division

1. In adherence to Section I of the Omnibus Rules Implementing Book V of Executive Order No. 292 that states “*it shall be the duty of each head of the department or agency to require all officers and employees under him to strictly observe the prescribed office hours*”, this Office provides “Guidelines on the Use of the Pass Slip” which will take effect immediately to ensure close monitoring of the whereabouts of the employees during office hours.
2. All employees shall accomplish the *Pass Slip* upon leaving the premises of their respective offices/school. The application of Pass Slip will be done 30 minutes before the expected time of leaving.
3. A copy of the duly accomplished *Pass Slip* shall be submitted by the concerned personnel to the Guard – on- duty upon leaving the premises. Guard- on- duty will take charge in keeping the pass slip for consolidation and this of forms for Consolidation and this will be submitted every 3<sup>rd</sup> day of the month upon submission of form 48 (DTR).
4. Attached is the prescribed format of Pass Slip and consolidated Template.
5. For the information and strict compliance of all concerned.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region X  
 DIVISION OF TANGUB CITY  
 Anecito Siete St., Mantic, Tangub City  
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**Security Guard's Copy**

**PASS SLIP**

Date: \_\_\_\_\_

Name of Personnel: \_\_\_\_\_

Office/School : \_\_\_\_\_

Designation: \_\_\_\_\_

Purpose of Travel / Going Out: \_\_\_\_\_

Specific Destination: \_\_\_\_\_

Nature of Travel:  
 Official  Personal

Time of departure: \_\_\_\_\_

(To be filled out by the security guard on duty)

Time of arrival/return: \_\_\_\_\_

(To be filled out by the security guard on duty)

\_\_\_\_\_  
 Name and Signature of Personnel

Approved: \_\_\_\_\_

\_\_\_\_\_  
 Office Head/ Section Head

\_\_\_\_\_  
 Name and Signature of Representative from  
 Company / Institution Being Visited



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**Personnel's Copy**

**PASS SLIP**

Date: \_\_\_\_\_

Name of Personnel: \_\_\_\_\_

Office/School : \_\_\_\_\_

Designation: \_\_\_\_\_

Purpose of Travel / Going Out: \_\_\_\_\_

Specific Destination: \_\_\_\_\_

Nature of Travel:  
 Official  Personal

Time of departure: \_\_\_\_\_

(To be filled out by the security guard on duty)

Time of arrival/return: \_\_\_\_\_

(To be filled out by the security guard on duty)

\_\_\_\_\_  
 Name and Signature of Personnel

Approved: \_\_\_\_\_

\_\_\_\_\_  
 Office Head/ Section Head

\_\_\_\_\_  
 Name and Signature of Representative from  
 Company / Institution Being Visited



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**Security Guard's Copy**

**PASS SLIP**

Date: \_\_\_\_\_

Name of Personnel: \_\_\_\_\_

Office/School : \_\_\_\_\_

Designation: \_\_\_\_\_

Purpose of Travel / Going Out: \_\_\_\_\_

Specific Destination: \_\_\_\_\_

Nature of Travel:  
 Official  Personal

Time of departure: \_\_\_\_\_

(To be filled out by the security guard on duty)

Time of arrival/return: \_\_\_\_\_

(To be filled out by the security guard on duty)

\_\_\_\_\_  
 Name and Signature of Personnel

Approved: \_\_\_\_\_

\_\_\_\_\_  
 Office Head/ Section Head

\_\_\_\_\_  
 Name and Signature of Representative from  
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**Personnel's Copy**

**PASS SLIP**

Date: \_\_\_\_\_

Name of Personnel: \_\_\_\_\_

Office/School : \_\_\_\_\_

Designation: \_\_\_\_\_

Purpose of Travel / Going Out: \_\_\_\_\_

Specific Destination: \_\_\_\_\_

Nature of Travel:  
 Official  Personal

Time of departure: \_\_\_\_\_

(To be filled out by the security guard on duty)

Time of arrival/return: \_\_\_\_\_

(To be filled out by the security guard on duty)

\_\_\_\_\_  
 Name and Signature of Personnel

Approved: \_\_\_\_\_

\_\_\_\_\_  
 Office Head/ Section Head

\_\_\_\_\_  
 Name and Signature of Representative from  
 Company / Institution Being Visited



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### CONSOLIDATED TEMPLATE

	Name of Personnel	Office / School	Date	Nature of Travel	Time of Departure
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Prepared by:

GUARD-on- duty