

Republic of the Philippines Department of Education Region X - Northern Mindanao

DIVISION OF TANGUB CITY

Anecito Siete St., Mantic, Tangub City

DEDEROIVISION OF TANGUE CITY

CITY OF TANGUB

E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 545-0

DATE:

Telefax: (088) (088)856-4524 January 10, 2020 a 1-10-20

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.
- 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.
- A copy of the duly accomplished Pass Slip shall be submitted by the concerned 3. 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 3rd 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

AEC/ drd 01-10-20

Relevant, inclusive and liberating basic education builds a strong nation.



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DEPARTMENT OF EDUCATION

Region X

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Security Guard's Copy

PASS SLIP

		Date:
Name o	f Personnel:	
Office/S	School :	
Designa	ation:	
Purpose	e of Travel / Going Ou	t:
Specific	Destination:	
Nature	of Travel:	
	() Official	() Personal
	departure:	
	out by the security guard on duty)	
	arrival/return:	
(To be filled o	out by the security guard on duty)	
	Name and Signatu	ire of Personnel
Approve	ed:	
	Office Head/S	ection Head
	Name and Signature of	Representative from
	Company / Institut	ion Being Visited



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DEPARTMENT OF EDUCATION
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Security Guard's Copy

PASS SLIP

	I MOD DEII	
		Date:
Name o	f Personnel:	
	School:	
Designa	ation:	
	e of Travel / Going Out:	
Specific	Destination:	
Nature	of Travel:	
	() Official	() Personal
	departure:out by the security guard on duty)	_
Time of	arrival/return:	
(To be filled o	out by the security guard on duty)	
	Name and Signatur	e of Personnel
Approve	ed:	
	Office Head/ Sec	ction Head
	Name and Signature of R	Representative from
	Company / Institution	n Reing Visited



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Personnel's Copy

PASS SLIP

		Date:
Name	of Personnel:	
Office/	School:	
	ation:	
Purpos	se of Travel / Going Out:	
Specifi	c Destination:	
Nature	of Travel:	
	() Official	() Personal
	f departure:	
	out by the security guard on duty)	
	f arrival/return:	
(10 to mile	out by the security guard on duty)	
	Name and Signature	of Personnel
Approv	red:	
	Office Head/ Section	on Head
	Name and Signature of Rep	
	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:	
	ion Head

Name and Signature of Representative from Company / Institution Being Visited



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DIVISION OF TANGUB CIT Y

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CONSOLIDATED TEMPLATE

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

GUARD-on- duty