

Permission is hereby granted to Mi	r./Ms		
to leave the office on OFFICIAL / I	PERSONAL business for the following purp	pose/s:	
Place/s to be visited:			
Date:	Time of Departure: Time of Arrival :		
Permission granted by:	Signature	Signature of Employee	
Supervisor	(Employee's Copy)		



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	Circu	CEl
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 Supervisor		

(Civil Security Section's Copy)