

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**  
**CAMPUS: \_\_\_\_\_**

**ASSIGNMENT SLIP/EMPLOYEE GATE PASS**

DATE: \_\_\_\_\_

NAME : \_\_\_\_\_  
POSITION : \_\_\_\_\_  
TIME OUT : \_\_\_\_\_ TIME IN: \_\_\_\_\_  
DESTINATION : \_\_\_\_\_  
PURPOSE : \_\_\_\_\_  
\_\_\_\_\_

Official Business

Official Time

Personal

Recommending Approval:

\_\_\_\_\_  
Division Chief

Approved:

\_\_\_\_\_  
Director