



LEYTE STATE UNIVERSITY

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Office of the President

3 May 2005

MEMORANDUM CIRCULAR NO. 24

Series of 2005

T O: All Concerned

R E: Use of Pass Slip

The Civil Service Commission during its latest post audit of LSU reported that employees log out/go out of their stations/offices without securing a Pass Slip or Travel Order. Thus, it can not be determined whether the purpose of going out is official or personal.

In view of this, CSC recommended that all employees are required to fill up a Pass Slip using the attached form when leaving their posts. Copy of the approved Pass Slip shall be submitted to the Security Guard on duty (Adm. Bldg.) or to the person assigned to monitor attendance in a particular department/office and another copy shall be attached to the DTR for submission to HRMDO. Without this Pass Slip therefore, any undertime incurred by the employee can all be construed as personal.

The use of this Pass Slip should be strictly implemented effective May 16, 2005.

For strict compliance.


PACIENCIA P. MILAN
President

cc: All College Deans, Directors & Dept. Heads



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PASS SLIP

Date

Name: _____

Office/Dept./Center: _____

Permission to go out is requested for the following reasons: ☐ Personal ☐ Official

Purpose: _____

Signature of Employee

Approved/Disapproved: _____

Signature of Head of Office/Dept./Center