**Republic of the Philippines**

**Department of Environment and Natural Resources**

**BIODIVERSITY MANAGEMENT BUREAU**

 **Diliman, Quezon City**

**Section/Division**

**Personnel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**

**O F F I C E P A S S**

**Sir/Madam :**

 **Please permit to leave the office today,**

 **ON OFFICIAL BUSINESS**

 **ON PERSONAL BUSINESS**

**Destination :**

**Purpose :**

**Time of Departure :**

**Time Returned : Very truly yours,**

 **Signature**

 **Position/Designation**

**APPROVED:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Personnel**