



Republic of the Philippines
Province of Misamis Oriental

**cagayan
de Oro**
city of golden friendship

CITY GOVERNMENT OF CAGAYAN DE ORO

PASS SLIP

DATE: _____

1. ISSUED FOR: A. ☐ OFFICIAL ACTIVITY B. ☐ PERSONAL ACTIVITY

2. TO: _____
(Signature over Printed Name of Employee/Worker)

(Position) _____

3. You are hereby authorized to proceed to:

_____ for the purpose as indicated (Check specific purpose):

A.1 ☐ to coordinate with _____
☐ to attend meeting/ conference _____
☐ to secure / follow-up documents _____
☐ Other Official transaction, pls. specify: _____

B.1 ☐ to attend to personal matters _____

4. Actual Time of Departure from Office: _____ AM PM

5. Actual Time of Return: _____ AM PM

**Items 4 & 5 must be based on the biometric log-out & log-in time.*

6. Noted by: _____
Beadle / Admin. Officer-Designate

Approved:

Department Head/ Chief of Office

CERTIFICATION

I CERTIFY that the bearer of this document has personally appeared in this Office based on the stated date, time, and purpose in the Pass Slip.

Done this _____, Cagayan de Oro City.

Signature over Printed Name of Authorized Personnel

Position: _____

(Reference for Personal Purpose/ Activity; For Deduction from Leave Credits)

TABLE 1

CONVERSION OF WORKING HOURS/MINUTES INTO FRACTIONS OF A DAY

Based on 8-Hour Workday			
HOURS		EQUIVALENT DAY	
1			.125
2			.250
3			.375
4			.500
5			.625
6			.750
7			.875
8			1.000
MINUTES	EQUIV. DAY	MINUTES	EQUIV. DAY
1	.002	31	.065
2	.004	32	.067
3	.006	33	.069
4	.008	34	.071
5	.010	35	.073
6	.012	36	.075
7	.015	37	.077
8	.017	38	.079
9	.019	39	.081
10	.021	40	.083
11	.023	41	.085
12	.025	42	.087
13	.027	43	.090
14	.029	44	.092
15	.031	45	.094
16	.033	46	.096
17	.035	47	.098
18	.037	48	.100
19	.040	49	.102
20	.042	50	.104
21	.044	51	.106
22	.046	52	.108
23	.048	53	.110
24	.050	54	.112
25	.052	55	.115
26	.054	56	.117
27	.056	57	.119
28	.058	58	.121
29	.060	59	.123
30	.062	60	.125