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| **PERMIT ATTENDANCE FORM** |

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| NAME: |  |
| DEPARTMENT: |  |
| DESIGNATION: |  |
| DATES: |  |
| **TIME IN PERMIT :** |  |
| **TIME OUT PERMIT:** |  |
| REASON : |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  EMPLOYEE’S SIGNATURE MANAGER DEPARTMENT | |
| HUMAN RESOURCE DEPARTMENT | |
| DATE RECEIVED: |  |
| REMARKS: |  |