

**INDIVIDUAL PASS SLIP**

Name: Alexander Joerenz Escallente

Position: ITO - 1 Office: OSDS

Date: February 15, 2026 Destination: Cavite

Intended Time of Departure: 8:00 AM Intended Time of Arrival: 12:00 PM

Purpose: CITY HALL CONFERENCE

Electronically Approved this: February 12, 2026

2:08 PM

Approved by:

Paul Jeremy I. Aguja
Administrative Officer V

Alexander Joerenz Escallente

Signature of Requesting Personnel

Immediate Supervisor

To be accomplished by the Guard on duty

Actual Time of Departure: 8:00 AM Sign: _____

Actual Time of Arrival: 10:00 AM Sign: _____

Employee's Copy

PS-2026-000006

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