**ASIALINK GROUP OF COMPANIES**

**OFFICIAL BUSINESS FORM**

| **NAME:** | | **POSITION:** |
| --- | --- | --- |
| **COMPANY:** | **DEPARTMENT:** | **DATE OF OB:** |
| **ITENERARY / DESTINATION**  **TIME OF**  **FROM TOPURPOSE (S)**  **DEPARTURE RETURN**  EMPLOYEE'S  APPROVED BY:  VERIFIED BY:  NOTED BY:  SIGNATURE  DEPARTMENT HEAD  HRD  GENERAL MANAGER  Note: Employees leaving the Company premises shall be required at all times to accomplish this **OFFICIAL BUSINESS FORM** before departure. Accomplished forms without the signature of authorized official shall be considered invalidated and thereby departure may be classified as **UNAUTHORIZED**.  **EXIT CLEARANCE**  RESIDENCE / OFFICE DESTINATION SIGNATURE OF SECURITY GUARD / HR  Date / Time of Actual Departure  Date / Time of Actual Arrival | | |

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