



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

MEMORANDUM FOR THE UNDERSECRETARY FOR OPERATIONS

Subject : **DOTC OFFICIAL PASS**

Date : _____

This is to respectfully request for the issuance of temporary DOTC **Official Pass** with the following information to:

Pass Control No. (to be filled up by the Personnel Div.)	
Name	
Position (if applicable)	
Division/Service/Office to be assigned	
Birthday	
Religion	
Residential Address	
Contact No.	
Contact Person in case of emergency	Name: _____ Address: _____ Contact No. _____
Signature	

to be used for the period _____ to _____ subject to renewal/termination.

Purpose: _____

Signature of Requesting Official
Over Printed Name

Approved/Disapproved:

ATTY. RAFAEL ANTONIO M. SANTOS
Undersecretary for Operations

Note: The requesting official shall be responsible in the monitoring of the usage of this ID and its surrender to the Personnel Division upon termination of the temporary assignment of the person concerned.