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| **LOGBOOK**  ***CN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | | | | | | | | | | | | | |
| **Date** | **NAME** | **Contact Number** | **GENDER** | | | **OFFICE/UNIT/ DEPARTMENT** | **TYPE OF CITIZEN** | | | **TIME** | | **PURPOSE OF VISIT** | **SIGNATURE** |
| **Female** | **LGBQT** | **Male** | **CITIZEN** | **GOV’NT** | **BUSINESS** | **IN** | **OUT** |
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