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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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***Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***