



Employee No: _____

GATE PASS

Sir/Madam:

I have the honor to request permission to leave the office for the following purpose/s:

- Seminar/Training/Conference/Meeting
- Document Tracking/Pick-up/Delivery
- Renewal of Passport (for official travel/training/scholarship abroad)
- Reconciliation of GSIS/PAG-IBIG Records/PhilHealth
- Medical Check-up (for employee concerned only)
- Renewal of Licenses/Permits of CPAs, Engineers, Lawyers, Medical Practitioners and Drivers whose Items are under the DOTC-CO Plantilla of Personnel – Filing and Pick- up only and subject to submission of photocopy of license/permit
- Others (Please specify) _____

Date: _____ Start Time: _____ End Time: _____

Venue: _____

(Signature over printed name of employee)

APPROVED BY:

(Signature over printed name of authorized signatory)

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IMPORTANT REMINDERS:

1. Gate Pass is applicable for travel within Metro Manila only; travel outside Metro Manila shall be covered by a Travel Order.
2. Properly filled-out gate pass must be submitted to the Personnel Division prior to the conduct of official/business. However, advance/provisional copy of the gate pass may be accepted by the Personnel Division, if the signatory/alternate signatory is not available, which is valid up to two (2) days only. After which, the duly signed gate pass shall be presented.
3. Official business on account of medical reasons shall be subjected to the submission of any proof of consultation, such as medical certificate, doctor's prescription/referral, etc., which shall not be more than one half-day excuse from work.
4. Late/non-submission of gate pass is a violation of reasonable CSC/Office Rules and Regulations.

SUPERVISOR'S RESPONSIBILITY:

- All supervisors in this Department are hereby reminded to disseminate the use of this revised Gate Pass Form and to strictly monitor the daily whereabouts and attendance behaviours of their respective subordinates.
- Likewise, any employee who leaves the office for personal or official reasons must secure permission from their immediate supervisor.