



## 15. ISSUANCE OF GATE PASS

A Gate pass is being secured from the Department, in order to monitor the movement of government supplies and properties, personal property as well as any activity within the Quezon City Hall Compound.

<b>Office or Division:</b>	<b>BUILDINGS AND GROUNDS MANAGEMENT DIVISION (BGMD)</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	All people with official transaction with the concerned Q.C. Government Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly filled-up Gate Pass Form with supporting document (photocopies of P.O. Receipts, Job Order Etc.)  <ul style="list-style-type: none"> <li>• For Working Permits – 3 copies</li> <li>• For Catering – 2 copies</li> <li>• For Supplies – 4 copies</li> </ul>		Security and Housekeeping Services Section, BGMD / Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for Gate Pass Form	1.1. Provides Gate Pass Form  Records the content of the gate pass and indicates Control Number	None	5 Minutes	Clerical Staff BGMD
2. Wait for the release of approved Gate Pass	2.1. Checks / Verifies the contents of the Gate Pass / Refer to concerned division	None	5 Minutes	Clerical Staff BGMD
	2.2. Reviews / Initials / Recommends Approval of Gate Pass	None	15 Minutes	Heads of: 1. Buildings & Grounds Management Division 2. Movable Property Management and Control Division



				3. Fixed Assets Management & Control Div. 4. Central Warehouse Management Division
	2.3. Approval	None	15 minutes	City Gov't. Asst. Dep't. Head / City Gov't.. Dep't. Head
3. Receives approved Gate Pass	3.1. Releases approved Gate Pass	None	5 minutes	Clerical Staff BGMD
	<b>TOTAL</b>	<b>None</b>	<b>45 minutes</b>	