## REPUBLIC OF THE PHILIPPINES LUNGSOD QUEZON

CITY GENERAL SERVICES DEPARTMENT

## GATEPASS FOR RECORDS / DOCUMENTS / DRY PAPER WASTE

□ OUT	□ DISPOS/	□ DISPOSAL		CONTROL no			
□ 001		□IN		□ WITHIN			
DESCRIPTION		UME	REM	IARKS			
	QTY	UNIT					
☐ Docs beyond RRDS period							
☐ Used Drafts							
☐ Old Periodicals							
□ Others, Specify							
Transfer from:	Transferred to:						
REQUESTING DEPT./OFFICE: PRINTED NAME AND SIGNATURE: POSITION:Date:							
Recommeding Approval:							
Date:				sition)			
Inspected By:							
	(signature ov	er printed na	ame)	(position)			
Date:				(position)			
				(position)			
Date:				(position)			
Date:	Time:			(position)			
Date:Recommeding Approval:	Time:	printed name		(position)			
Date:Recommeding Approval:	Time:	printed name		(position)			
Date:	Time:ignature over	printed name  3. BASS -Charge	<del>-</del>	(position)			

## REPUBLIC OF THE PHILIPPINES LUNGSOD QUEZON

CITY GENERAL SERVICES DEPARTMENT

## GATEPASS FOR RECORDS / DOCUMENTS / DRY PAPER WASTE

☐ TRASFER	□ DISPOSAL		CONTROL no				
□ OUT			□ WITHIN				
DESCRIPTION	VOLUME		REMARKS				
	QTY	UNIT					
<ul><li>☐ Docs beyond RRDS period</li></ul>							
☐ Used Drafts							
☐ Old Periodicals							
☐ Others, Specify							
Transfer from:	Transferred to:						
REQUESTING DEPT./OFFICE: PRINTED NAME AND SIGNATURE: POSITION:Date:  RMCD							
Recommeding Approval:							
	Red	ords Officer '	(po	sition)			
Date:	Time:						
BGMD							
Leavested D							
Inspected By:	d By: (signature over printed name) (position)						
	(hosition)						
Date:Time:							
Recommeding Approval:							
(signature over printed name)							
,							
Approved:							
	MS. FE E	RASS					
Officer-in-Charge City General Services Department							
City	General Selv	nces Departn	ICIIL				
Date:	_	Т	ime:				

QCG-GSD-GPR-23 QCG-GSD-GPR-23