

REPUBLIC OF THE PHILIPPINES
LUNGSOD QUEZON
 CITY GENERAL SERVICES DEPARTMENT

GATEPASS FOR RECORDS / DOCUMENTS / DRY PAPER WASTE

TRASFER DISPOSAL CONTROL no. _____
 OUT IN WITHIN

DESCRIPTION	VOLUME		REMARKS	
	QTY	UNIT		
<input type="checkbox"/> Docs beyond RRDS period				
<input type="checkbox"/> Used Drafts				
<input type="checkbox"/> Old Periodicals				
<input type="checkbox"/> Others, Specify				
Transfer from:	Transferred to:			

REQUESTING DEPT./OFFICE: _____
 PRINTED NAME AND SIGNATURE: _____
 POSITION: _____ Date: _____

RMCD

Recommending Approval:

 Records Officer \ (position)

Date: _____ Time: _____

BGMD

Inspected By: _____
 (signature over printed name) (position)

Date: _____ Time: _____

Recommending Approval:

 (signature over printed name)

Approved:

MS. FE B. BASS
 Officer-in-Charge
 City General Services Department

Date: _____ Time: _____

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