



REPUBLIC OF THE PHILIPPINES
Lungsod ng Quezon
CITY GENERAL SERVICES DEPARTMENT



IN OUT GATE PASS

- Furniture Equipment Goods Catering Garbage for Disposal
 Tri-media Network Towed Impounded Vehicle Working Permit
- (Please ✓ check type of item/s)

Date Issued: _____
 City Govt. Property Private/Personal Contractor/Delivery Control No. _____
 Others

QTY	PARTICULARS	PROPERTY NO.	SERIAL NO.	REMARKS

DEPARTMENT/OFFICE: _____
 NAME & SIGNATURE OF REQUESTING PARTY: _____ DESIGNATION: _____
 COMPANY/SUPPLIER / CONTRACTOR: _____
 NAME & SIGNATURE: _____
 PURPOSE/S: _____

RECOMMENDING APPROVAL: _____ For and by the authority of:
FE B. BASS
 Officer-In-Charge
 City General Services Department

 FAITH C. SALMORIN TEDDY P. REYES JERRICK D. GAYETA
 Chief, MPMCD OIC – CWMD Acting Chief, BGMD

 Date of signing Date of signing Date of signing

CARMELITA F. LEE
 City Gov't Asst. Dept. Head III
QCG-GSD-GPF-05-V2



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