



23. 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.

Office or Division:	BUILDINGS AND GROUNDS MANAGEMENT DIVISION (BGMD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	All people with official transaction with the concerned Quezon City Government Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly filled-up Gate Pass Form with supporting documents (photocopies of Purchase Order, Receipts, Job Order Etc.) <ul style="list-style-type: none"> • For Working Permits – 3 copies • For Catering – 2 copies • For Supplies – 4 copies 		Security and Housekeeping Services Section, BGMD / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for Gate Pass Form and duly filled out form with complete necessary documents	1.1. Provides Gate Pass Form Records the content of the gate pass in the logbook and indicates control number	None	10 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. Approves Gate Pass	None	15 minutes	City Govt. Asst. Dept. Head / City Govt. Dept. Head
3. Receives approved Gate Pass	3.1. Releases approved Gate Pass	None	5 minutes	Clerical Staff BGMD
	TOTAL	None	50 minutes	