

RCBC PLAZA PROPERTY MANAGEMENT OFFICE SECURITY DEPARTMENT



BUILDING GATE PASS

| Type of Ga | ite Pass: | | Tenant | Non-Tenant | t 🗌 PMC |) | | To be filled up by PMO receptionist | |
|--|-----------|------|-------------|----------------------------------|----------------|-----|--------------|-------------------------------------|--|
| Nature of | Transact | ion: | Delivery | Transfer Fror | n: | То: | | Gate Pass #: | |
| | | | Pull-out/mo | ve-out* | | | - | Date Prepared: | |
| Name of Requester (Tenant/User/Dep't Head): | | | | | | | | | |
| Requester's Company Name:Address: | | | | | | | | | |
| Name of Carrier (Hauler/Courier/Supplier/Contractor): | | | | | | | | | |
| Name of Carrier's Representative: | | | | | | | | | |
| Purpose: | | | | | | | | | |
| Reference | Docume | ent: | | Reference No.: Requested Date/s: | | | | ted Date/s: | |
| SPECIFICATIONS (Describe items in detail) | | | | | | | | | |
| Item No. | Qty. | Unit | | lte | em Description | | | Remarks | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Disclaimer The RCBC Plaza Property Management Office shall be free and harmless from any claims, liens or obligations in case of losses and damages arising from forgery | | | | | | | | | |
| and other similar cases. User/ Staff Authorized Signatory/Dep't Head | | | | | | | | | |
| Name: | | , | | nature: Name: | | | - | | |
| Position: | | | | Date: Position: | | | | Date: | |
| To be filled up by PMO | | | | | | | | | |
| | | | | | | | | Inspected by Guard on Duty | |
| Delayed Updated | | | | Name: | | | | Name: | |
| Name: | | | | | | | | Position: | |
| Position: | | | | | | | | Signature: | |
| Signature: Date: | | | | | | | Date & Time: | | |
| Remarks: | | | | | | | Remarks: | | |

Distribution: Copy 1 - Requester, Copy 2 - Carrier, Copy 3 - Security Personnel, Copy 4 - PMO Receptionist