



## 11. Request for Gate Pass

This service covers the receipt, processing, and issuance of gate passes for items or properties being brought into or taken out of the OSG premises, whether personal or office-owned. It ensures that all movements of items are properly monitored, authorized, and documented in compliance with OSG property management and security policies.

<b>Office or Division:</b>	Security, Ground, Building, and Maintenance Section, Administrative Division, Human Resource Management and Administrative Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	OSG Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Letter Request</b> – One (1) original copy of the letter request, including the list of items to be brought in or out	<a href="#">OSG Intranet</a> (Under Administrative Service)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter request, including a list of items to be brought in or out, at the HRMAS Front Desk, 2 <sup>nd</sup> Floor, OSG Main Building, Amorsolo Wing.	1.1. Receive the letter request, including the list of items to be brought into and out of the OSG.	None	5 minutes	Administrative Aide VI (or any designated HRMAS staff)
	1.2. Check that all required information, including the list of items, is complete and accurate, then forward the letter to the Director for review and approval.	None	10 minutes	Administrative Aide VI  Immediate Supervisor Responsible for Personnel Designation – CAO, HRMAS
2. Wait while the HRMAS and the concerned unit verify, evaluate and process the request.	2.1. Review and approve the request, then forward it to the Administrative Division for appropriate action.	None	2 days	Director IV



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Provide additional information or clarification if requested by the concerned unit.</p>	<p>2.2. Prepare the gate pass, ensuring all details of the items and the requesting employee are complete.</p>	<p>None</p>	<p>30 minutes</p>	<p>Security Officer (In-House)</p>
	<p>2.3. Approve and sign the gate pass for official release.</p>	<p>None</p>	<p>30 minutes</p>	<p>Chief Administrative Officer or Supervising Administrative Officer  Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS</p>
<p>3. Receive the gate pass and verify that the items listed in the gate pass match the items to be brought in or out.</p>	<p>3.1. Release the gate pass to the concerned security personnel and provide a copy to the requesting employee.</p>	<p>None</p>	<p>10 minutes</p>	<p>Security Officer (In-House)</p>
	<p>3.2. Validate and record the items to be brought in or out as specified in the gate pass.</p>	<p>None</p>	<p>10 minutes</p>	<p>Security Officer (In-House)  Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS</p>
<b>TOTAL</b>		<p><b>None</b></p>	<p><b>2 days and 120 minutes</b></p>	