



GATE PASS

Name: _____ Grade & Section: _____
Date and Time of Use: _____ Date Filed: _____
Purpose: _____

ITEM(S)/GADGET(S)	Serial Number/Description

With permission from:

Subject Teacher Subject Moderator/Club Adviser Concerned Coordinator

- Note:
- This form must be filed at least 1 day before its use.
 - This form must be accomplished in 2 copies – 1 copy is to be submitted to the Coordinator for Administrative Services a day before its use and 1 copy is to be kept by the student.
 - The school shall not be held responsible for the loss/damage of personal belongings while inside the campus.



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