

To : All STI Department Head

From : Happiness Resources

RE : Gate Pass

Date : April 22, 2019

HR reminds everyone that all **Gate Passes** team members use for their official or personal activities during office hours should be approved, signed, and monitored by their Directors and Department Heads. Previously, although the monitoring is done by Directors, it is HR who collects and inputs these gate passes into our computer system. However, when there are some questions about gate passes, HR still has to contact the Department Head, Coordinator, or Director to verify, resulting in double the time and effort for everyone involved.

Therefore, starting this cut-off **April 26 – May 10, 2019**, all gate passes will be entered into our E-DTR system by the **Coordinators, Directors, and Department Head** only. This is because the Coordinators, Department Heads, and Directors are the most knowledgeable about the functions and needs of their Team Members.

Take note that the actual gate pass (hard copy) still needs to be filled out, collected by the Directors, Department Heads, and Coordinators, and surrendered to HR every week. Through this, we are helping our timekeeper to do the timekeeping in an easier and faster way. We will also reduce the probability for error.

For your information and guidance.

Thank you.

Respectfully,


Atty. Angelique Margret T. Natividad
HR Director