

TO : All Employees (STI, TNGC, and Supply Chain)

FROM : Happiness Resources Department

RE : Authorized Gate pass signatures

DATE : May 16, 2019

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Greetings!

In recent months, HR Department has noticed that many of our employees approved each others' gate pass whenever they went out of the building. Which as per policy only the department heads can sign the gate pass of our employees.

Due to this we have come up with a list of the authorized persons to sign the gate pass per department below are the list of authorized persons to sign the gate pass.

### List of Authorized Persons to sign the gate pass per department

Department	Authorized Persons	Position
HR	Atty. Wiggy	HR Director
	M'Jane	Acting Recruitment Head
	M'Tara	Acting Training Head
Accounting	M'Sheryl	Accounting Supervisor
	M'Melissa	Accounting Supervisor
MIS	S'Arnold	MIS Director
	M'Wenny	Programming Head
	M'Meljoy	Data Admin Head
Marketing	M' Darlyn	Marketing Director
	M'Grace	PR & Promotions Head
	M'Colleen	Research and Dev
	M'Paula	Creatives Head
	M'Mercy	Visual Merchandising Head
Audit	M'Jelly	Audit Supervisor
	M'Tey	Systems and Process Head
Supply Chain	M'Neneng	SC Supervisor
	M'Avi	SC Supervisor
	M'Teteth	SC Inventory Head
	M'Jane	SC Buddy Head
	M'Beth	SC Deliverer Head
SJI Admin	M'Cess	Sales Director
	M'Guy	School Admin/CSS Head
	M'Nor	Academic Head
	Sir Nikki	BM Program Head
	M'Ivi	SHS Principal
	M'Satria	English Coordinator

Faculty	S'EJ	Fil-ABM
	M'Deles	PE-Soc.Sci
	Sir Lawrence	Scimath Coordinator
	S'Radjeev	IT Coordinator
	M'Claudine	G11 Homeroom Supervisor
	M'Jenny	G12 Homeroom Supervisor
	M'Joy	Club Supervisor/Events Coordinator
Library	M'Flor	School Librarian
Registrar	M'Nicole	Registrar Head
Cashier	M'Sheryl	Accounting Supervisor
ComLab	Sir Arnold	MIS Director
	Sir Miguel	Comlab Head
Maintenance	M'Guy	CSS Head
Communications	M'Guy	CSS Head

If your department head or your section head is not around and no one can sign your gate pass, your department head may ask HR to sign your gate pass if only your department head informed HR about this matter (by texting/emailing the HR Director, or HR Section Head concerned). No text/email, no signature from the corresponding HR personnel.

If you have questions and concern feel free to visit and ask HR at 991-9936.

For your information and guidance.

Thank you.

  
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 Atty. Angelique Margret T. Natividad  
 HR Director