

To : All TNGC and SC Team Members Entering and Exiting the Building

From : Atty. Angelique Margaret T. Natividad
HR Director

RE : Gate Pass on HRIS

Date : November 09, 2020

HR reminds everyone that all Gate Passes used when exiting the building for official or personal activities should be approved, signed and monitored by Department Head or Supervisor.

In the past, all gate passes are inputted into our eDTR system by the Department Head or Supervisor.

However, effective November 11, 2020, all Team Members shall input their own gate passes on HRIS and turn over these gate passes to your department heads or supervisors as reference for them to approve in the Gate Pass system that we roll out to you last March and October 2020.

The gate pass slips (hard copy) still needs to be filled out, collected by the Department Head or Supervisor and surrendered to HR every cut-off. Through this, we are helping our Department Head/Supervisor in monitoring our functions.

Feel free to contact HR for any questions.

Thank you.