

Sto. Niño de Cebu Finance Corporation		EMPLOYEE GATEPASS	
To:		Date Filed:	Gate Pass Date:
Security Guard on Duty		03/16/2016	03/16/2016
This is to allow the employee <u>QUIAMCO, ELGENE NIÑO</u> to leave the plant premises for UNDERTIME . Going out to buy personal items. [Note] The company is not responsible or has no obligation whatsoever in case of accident or any untoward incident/accident that may happen to the employee if the request is for <u>undertime</u> .			
Conforme:		Noted by:	
QUIAMCO, ELGENE NIÑO			
TIME: 11:50 AM - 12:00 PM		DURATION: 0 h 10 m	
Actual Time Out:		Actual Time In:	
Approved by:			
HR Manager		Name and Signature of Guard on Duty	

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