Sto. Niño de Cebu Finance Corporation	EMPLOYEE GATEPASS	
To: _____ **Security Guard on Duty**	Date Filed: **06/14/2018**	Gate Pass Date: **06/14/2018**

This is to allow the employee **SIAO, MICHAEL DAVEN** to leave the plant premises for **UNDERTIME.**

Attend Training for SQL Data Warehousing

[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 undertime.

Conforme: SIAO, MICHAEL DAVEN	Noted by:
TIME: **05:00 PM - 06:00 PM**	DURATION: **1 h**
Actual Time Out:	Actual Time In:
Approved by: *HR Manager*	*Name and Signature of Guard on Duty*