



San Beda College Alabang
Don Manolo Blvd., Alabang Hills Village
Muntinlupa City

GATE PASS

Visitor's Entry Form

ADMINISTRATION DIVISION

Safety & Security Office

Date: 08.11.2017

To: **THE SECURITY**

Please be informed that

Name of Department/Office Head

is expecting the following visitor/s on Aug. 19, 2017 between 6:00 a.m. to _____
Date

activity ends _____. Please advise the visitor/s to proceed to _____ see attached
Meeting/Activity Venue

Activity/Purpose of the Visit: 16TH PHILIPPINE ROBOTICS OLYMPIAD DRY-RUN

Name of Visitor/s	Institution/Company Represented

Requested by:

Printed Name & Signature

Department/Unit _____

Designation & ID No.

Endorsed by:

Department Head

Approved by

FR. AELRED U. NILO, OSB
Director for Administration

Other Pertinent Information

Walk-in

Public Vehicle (taxi, van)
☒ Personal Vehicle
Plate No. NIO 500
Vehicle Type Mitshubishi Montero
Color Gray
Driver Samuel Vidas

Note: Please secure **Gate Pass for Personal Property** if your visitor will bring equipment (laptop, electronic gadgets, etc.)