



AUTHORITY

ADMINISTRATION OFFICE THRU: SECURITY DEPARTMENT

This is to inform you that we are authorizing our employee/household help _____ to leave unit _____ even without accomplishing the official gate pass for employees of Paragon Plaza Condominium for a period from _____ to _____.

We hereby release Paragon Plaza Condominium Corporation from any obligation/responsibility or whatsoever in connection with or arising from the execution and issuance of this authority.

Authorized Signatory: _____
(Signature over Printed Name)

Date: _____

RULES IN THE IMPLEMENTATION OF GATE PASS FOR RESIDENTIAL UNIT EMPLOYEES

1. Gate Pass can be secured at the lobby reception if employees intend to leave the premises.
2. Only fully accomplished form will be honored by the receptionist/lobby guard on duty.
3. Owner/resident must make an advance notice at the lobby reception/admin office if their employees will take a day off or leave the premises.
4. Phone calls made by residents will be treated an official instruction in cases an employee were ordered to do errant outside the building.