



**CIRCULAR 2021 - 07002**

Date : July 15, 2021  
To : **Homeowners, Tenants & Contractors**  
From : The Property Management Office  
RE : **Material Gate Pass**

Greetings!

The Property Management Office would like to remind you the following schedules for signing of material gate pass delivery and pull out.

- **Signing of construction materials delivery:**  
-Every Tuesday and Thursday (9:30 AM to 10:30 AM & 1:30 PM to 3:30 PM)  
-Every Saturdays (9:30 AM to 10:30 AM)
- **Signing of construction materials pull out and non-construction materials:**  
-Every Monday – Friday (9:00 AM to 12 NN & 1:00 PM to 4:30 PM)  
-Every Saturdays (9:00 AM to 11:30 AM)
- **NO SIGNING** of gate pass during holidays, Sundays and beyond office hours.

\*\*\*Note: For all tenants pull-out of materials both construction & non-construction, please bring a copy of authorization letter from unit owner.

For those materials needed to pull out or delivered by holidays, please make sure to have it signed earlier.

For your information and guidance.

Sincerely,

  
**MS. MARIE JOY T. EVANGELISTA**

Property Manager