



Real Cor. Arzobispo Sts.  
Intramuros, Manila

### AUTHORIZATION SLIP

TENANT/UNIT OWNER : \_\_\_\_\_ DATE : \_\_\_\_\_  
DATE/PERIOD COVERED : \_\_\_\_\_ TIME : \_\_\_\_\_

A. THIS SERVES AS AUTHORIZATION FOR:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. PURPOSE(S):  
\_\_\_\_\_  
\_\_\_\_\_

Requested by(Tenant Authorized Signatory):  
\_\_\_\_\_  
Printed Name & Signature

(To be filled up by ECJ Bldg. Administration office)

- C. INSTRUCTIONS(Please mark X):
- |   |   |
|---|---|
| _____ 1. Observe Standard Safety & Security measures  | ___ 6. Monitoring of the GIC/Guard on duty                            |
| _____ 2. Use the Parking entrance, Mainstairways and Fire Exit Stairways & NOT the elevators for deliveries & workers passage | ___ 7. Submit plan/design for approval by the Bldg. Admin.            |
| _____ 3. Proper work scheduling so as not to Disrupt/inconvenience other tenants  | ___ 8. Submit IA construction permit                                  |
| _____ 4. Proper storage and handling of construction materials  | ___ 9. Observe regular cleaning and maintenance schedule              |
| _____ 5. Full / Close Supervision of Maintenance prsonnel   | ___ 10. Losses and/ damages, if any, chargeable to Tenant/Unit owner/ |
|   | ___ 11. Other instructions: _____                                     |

Recommending Approval:  
\_\_\_\_\_  
Dept. Head

Approved by:  
\_\_\_\_\_  
President / Administrator