



DTS Sticker

SPECIAL PERMIT FOR CAMPUS ACCESS (SPCA)

<p>IMPORTANT – PLEASE READ FIRST!</p> <p>(1) This form is used ONLY for requesting permission for ACCESS OF PERSONS into the campus.</p> <p>(2) This form will be accepted only within office hours (Mon to Fri: 8:00am to 12:00pm and 1:30pm to 5:00pm)</p> <p>(3) This form must be submitted at the Security Office (J108) no later than two (2) working days before the requested date of campus access. <i>(Saturday is not counted as a working day for this purpose)</i></p> <p>(4) This form is considered an application only unless a final decision is made and indicated on this form.</p> <p>(5) Clinics in campus are open only from 06:00am to 10:00pm, Mondays to Saturdays.</p>	<p>Receive Stamp</p>
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REQUEST DETAILS

Activity					Type of Campus Access	
					<input type="checkbox"/> [CA-1] Pre-registration of Visitor ^{1/} (May enter any gate)	
Request	From		To		Venue	<input type="checkbox"/> [CA-2] Extended Stay ^{2/} (10:00pm to 01:00am)
	Date	Time	Date	Time		<input type="checkbox"/> [CA-3] Overnight ^{2/} (01:00am to 06:00am)
1						<input type="checkbox"/> [CA-4] Sunday / Holiday ^{2/} (08:00am to 06:00pm only)
2						<input type="checkbox"/> [CA-5] Exemption from RESTRICTED campus access ^{2/}
3						
4						
5						
Total # of Persons		With outsiders? (Yes / No)				
Faculty In-Charge (for student activities)					Requesting Party	
List of Persons to be Covered by Special Permit						
Name (Last, First, Middle)			Classification		Mobile / Email Address	
1.						
2.					Signature over printed name / Date	
3.					Supervising Administrator	
4.					(Head of Office / DSA for student activities)	
5.						
6.						
7.						
Please attach a separate sheet if necessary (following the format above)					Signature over printed name / Date	

REQUESTING PARTY

Office / Organization				Name of Requesting Party / Position	
Office Location	Tel./Local No.	ID No.	Mobile No.	Email Address	
				@dlsu.edu.ph	

APPROVAL

Approval (for Types CA-1, CA-2, CA-3) Endorsement (for Types CA-4, CA-5)	Approval (for Types CA-4, CA-5)	Conditions
Director, Security Office	Vice Chancellor for Administration	<input type="checkbox"/> No aircon <input type="checkbox"/> Single entry only <input type="checkbox"/>

^{1/} Pre-registered visitors will be requested to present a valid ID. To facilitate entry and avoid delays due to verification, it is advisable to have a copy of the approved form for presentation at the gate. For concerns regarding entry, please call (02) 524-4611, local 444.

^{2/} A copy of the approved form must be readily available for presentation.