



### REQUEST FOR ISSUANCE OF ACCESS PASS

**REMINDERS**

- The Access Pass holder agrees to comply with all the rules and regulations in connection with the Access Pass, including wearing it whenever inside DLSU premises, including satellite facilities. The holder commits to ensure that the Access Pass is always in presentable form.
- Applicants are required to pay P150 at the Accounting Office for the Access Pass. Replacement for lost/damaged Access Pass shall be assessed at P500.00. The Access Pass shall remain the property of DLSU and may be revoked any time.
- The Access Pass must be renewed before its expiration date. Renewal of expired Access Pass shall be subject to a penalty of P500.00.
- The following must be attached to this form: (1) Photocopy of a Govt ID (2) NBI clearance (3) Drug clearance certificate from Hi-Precision (4) Official Receipt (5) Health Certificate issued by the City of Manila (for food concessions only)

**PLEASE PRINT**

Date	Office Assignment	Agency	Type	ID Number	
			<input type="checkbox"/> Issuance/New <input type="checkbox"/> Renewal <input type="checkbox"/> Replacement		
Full Name	Last		First	Middle	
Email Address		Mobile Number		Office Local No.	
<b>With Company-Based Contract Period</b>		<b>With Individual Deployment Period</b>		<b>Others*</b>	
<input type="checkbox"/> Security	<input type="checkbox"/> Sanitation	<input type="checkbox"/> Health	<input type="checkbox"/> Agency	<input type="checkbox"/> Project	<input type="checkbox"/> Support
<input type="checkbox"/> Safety	<input type="checkbox"/> Grounds	<input type="checkbox"/> Concession	<input type="checkbox"/> Research	<input type="checkbox"/> Consultant	
<input type="checkbox"/> Contractor	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Transportation	(For <b>Research/Consultant</b> , please attach copy of contract)		
<b>Period of Contract with DLSU</b>		<b>Deployment period at DLSU</b>			
Start Date		Start Date			
End Date		End Date			
		CCHRSO clearance (for <b>AGENCY/SUPPORT</b> only)			
<b>Applicant for Access Pass</b>		<b>Applicant for Access Pass</b>		<b>Applicant for Access Pass</b>	
_____ Signature over printed name / Date		_____ Signature over printed name / Date		_____ Signature over printed name / Date	
<b>Supervising Administrator</b>		<b>Supervising Administrator</b>		<b>Supervising Administrator</b>	
_____ Signature over printed name / Date		_____ Signature over printed name / Date		_____ Signature over printed name / Date	

**Data Privacy Consent**

I, \_\_\_\_\_ of legal age, hereby agrees and gives my full consent to De La Salle University to collect, process, store and disclose my personal data in relation to the purpose of issuance of a campus access pass.

\_\_\_\_\_  
Signature over printed name / Date

**>>>> DO NOT FILL BEYOND THIS POINT <<<<**

Access Pass Control Number	Step	Signature / Date	Notes
Access Pass Code			
Personnel Number	[1] Received (SJ 108)		
Release Number			<b>Claiming (SJ 108)</b>
<b>Official Receipt No. / Date</b>	[2] Indexing (HSSH 1504)		
	[3] Processing (HSSH 1504)		

\* Application should be accompanied by a request letter indicating type of work done, frequency of access to campus, and source of compensation.



## PROCEDURES FOR REQUESTING THE ACCESS PASS

The Access Pass is issued to non-DLSU personnel following the procedures below:

1. Accomplish the Request for Issuance of Access Pass (RIAP) form available at <https://www.dlsu.edu.ph/wp-content/uploads/pdf/vcadmin/riap.pdf>

### Table of Fees

Issuance/Renewal	P 150.00
Replacement of Lost/Damaged	P 500.00
Penalty for renewal of expired Access Pass	P 500.00 (in addition to renewal fee)

2. Pay the assessment at the Accounting Office using the Referral Slip (see next page).
3. Email the accomplished RIAP form and required documents to [security@dlsu.edu.ph](mailto:security@dlsu.edu.ph)

### Required documents

- 3.1.1 Photocopy of a valid government ID
- 3.1.2 Drug clearance from Hi-Precision
- 3.1.3 NBI clearance (for scanning only)
- 3.1.4 Contract (for Research, Consultant, Project)
- 3.1.5 Approved letter (for Affiliate, BrosCom and Auxiliary)
- 3.1.6 Health certificate issued by the City of Manila (for food concessions only)
- 3.1.7 Official Receipt

### APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE PROCESSED

4. Proceed to Security Office, St. Joseph (SJ) Building Room 115 for the picture taking:

### Schedule for Picture-Taking

Mondays to Fridays	10:00am to 11:30pm	4:00pm to 6:00pm
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5. Picture Taking
  - 5.1 Picture will be taken upon presentation of the official receipt.
6. Claim the Access Pass at the Security Office (SJ 108) on the date specified. The original copy of the Official Receipt for the payment must be presented upon claiming of the Access Pass.

### Schedule for Step#5 (Claiming of Access Pass)

Mondays to Fridays	9:00am to 12:00pm	3:00pm to 6:00pm
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**REFERRAL SLIP**

**TO: THE ACCOUNTING OFFICE**

<b>LAST NAME</b>		
<b>FIRST NAME</b>		
<b>Payment for Access Pass (Please choose one)</b>	<b>Payment to be credited to the following:</b>	
<input type="checkbox"/> Issuance/Renewal <u>150.00</u>	<b>Account Name:</b> ESP ID Fund  <b>GL Account Code:</b> 11-4-13-40-221-00000-11000101-1-11-01-511001010-00-0000-0000	
<input type="checkbox"/> Replacement <u>500.00</u>		
<input type="checkbox"/> Penalty <u>500.00</u>		
<b>TOTAL</b> _____		

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