



DTS Sticker

REQUEST FOR SECURITY DETAIL

IMPORTANT – PLEASE READ FIRST!

(1) This form is used for requesting deployment of security personnel for special event/activity.
 (2) All requests should carry a **minimum of eight (8) hours** per security guard.
 (3) Decision on this requested will be posted via DTS.
 (4) This form will be accepted only within office hours (Mon to Fri: 8:00am to 12:00pm and 1:30pm to 5:00pm)
 (5) This form must be submitted at the Security Office (J108) **no later than five (5) working days** before the requested date of deployment. *(Saturday is not counted as a working day for this purpose)*

Receive Stamp

REQUEST DETAILS

Request	From		To		No. of Security Guards	No. of Hours	Venue	Activity
	Date	Time	Date	Time				
1								
2								
3								

SPECIAL INSTRUCTIONS

Security guards are trained and deployed in events and activities for purposes of maintaining peace and order in the venue and to assist in case of an emergency. They should not be given tasks/ instructions that will reduce their focus on the main purpose of their presence.

REQUESTING PARTY

Office / Organization		
Head of Office / Organization (Signature over printed name/Date)		
Name of Contact Person		
Position		
Contact Details	Tel. / Local No.	
	Mobile No.	
	Email Address	@dlsu.edu.ph

APPROVAL

Recommendation	Approval
Director, Security Office <input type="checkbox"/> RECOMMENDED <input type="checkbox"/> Not recommended	Vice President for Administration <input type="checkbox"/> APPROVED <input type="checkbox"/> Disapproved