



DTS Sticker

## SPECIAL PERMIT FOR CAMPUS ACCESS (SPCA)

**REMINDERS**

- (1) This application is for purposes of campus access only and does not include venue reservation.
- (2) This form must be submitted to the Security Office (J108) **no later than two (2) working days** before the requested date of campus access.
- (3) This form is considered an application only unless a final decision is made and indicated on this form.
- (4) This form must contain a maximum of two (2) distinct requests for campus access.
- (5) Clinics in campus are open only from 06:00am to 10:00pm, Mondays to Saturdays.

**Receiving Details**

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

REQUEST DETAILS					
Venue	From (Date / Time)		To (Date / Time)		Type of Campus Access
					<input type="checkbox"/> [CA-1] Visitor (when approved, this serves as a pre-registration at the gate)
<b>Purpose / Activity</b>					<input type="checkbox"/> [CA-2] Extended Stay (10:00pm to 01:00am)
					<input type="checkbox"/> [CA-3] Overnight (01:00am to 06:00am)
<b>Total Number of Persons</b>		<b>With outsiders? (Yes / No)</b>			<input type="checkbox"/> [CA-4] Sunday / Holiday (08:00am to 06:00pm only)
<b>Faculty In-Charge</b> (for student activities)					<input type="checkbox"/> [CA-5] Exemption from RESTRICTED campus access
<b>List of Persons to be Covered by Special Permit</b>					
Name (Last, First, Middle)	Classification (Student, Faculty, etc.)	Mobile Number			
1.				<b>Representative</b>  Signature over printed name / Date  <b>Supervising Administrator</b> (Dean of Student Affairs for student orgs)  Signature over printed name / Date	
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<b>Please attach a separate sheet if necessary</b> (following the format above)					

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  <b>DIONISIO D. ESCAREZ</b>	Vice President for Administration  <b>EDWIN P. SANTIAGO</b>	<input type="checkbox"/> No aircon <input type="checkbox"/> Single entry only <input type="checkbox"/>

**EACH PERSON COVERED BY THIS PERMIT MUST HAVE A COPY OF THE APPROVED FORM**