



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 emailed to security@dlsu.edu.ph **no later than three (3) 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 09:00pm, Mondays to Saturdays.

REQUESTING PARTY

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

REQUEST DETAILS

Venue	From		To		Type of Campus Access
	Date	Time	Date	Time	
					<input type="checkbox"/> [CA-1] Pre-registration of visitors (NOT below 7 yo) ^{1/} <i>(Pre-registered visitors may enter Gate 1 (South), Gate 2 (Henry Sy) or Gate 5A (Br. Andrew-Taft Side) only)</i>
Purpose / Activity					<input type="checkbox"/> [CA-2] Overnight (10:01pm to 06:00am)
Total Number of Persons		With outsiders? (Yes / No)		<input type="checkbox"/> [CA-3] Sunday / Holiday / Restricted Access	
Faculty In-Charge (for student activities)					
List of Persons to be Covered by Special Permit					Car Plate Number (for visitors only)
Name (Last, First, Middle)	Classification (Student, Faculty, etc.)	Mobile Number		(Parking spaces are available on a first-come, first-served basis)	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Requesting Party	Supervising Administrator (Head of Office / DSA for student activities)
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between;"> Signature over printed name Date </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between;"> Signature over printed name Date </div>

APPROVAL

Approval (for Types CA-1 and CA-2) Endorsement (for Type CA-3)	Approval (for Types CA-3 only)	Conditions
Director, Security Office JOSE BILLY O. AGUIRRE	Vice President for Administration KAI SHAN L. FERNANDEZ	<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. For concerns regarding entry, please call (02) 8524-4611, local 444.