

Campus Entry Permits:

Permit	Description	Where to access the Form	Owner of the Form	Procedure	Approval	Lead Time
Special Permit for Campus Access	Use this form to pre-register visitors and to request for entry when the campus is on restricted access status.	DLSU Website: DLSU Admin Forms - Special Permit for Campus Access	Security Office	<ol style="list-style-type: none"> 1. Download the form from the DLSU website 2. Submit the accomplished form to security@dlsu.edu.ph 3. Wait for the email approval from the Security Office 	<p>Endorser -Requesting Office</p> <p>Agent -Security Office Assistant</p> <p>Approver -Security Office Director (for CA 1 and CA 2) -VP Admin (for CA 3)</p>	At least three (3) working days before the date of entry
Food Entry Pass	Use this form to bring food inside the campus, intended for more than 30 people .	The Concierge Portal - Food Entry Pass	Campus Services Office	<ol style="list-style-type: none"> 1. Access The Concierge Portal 2. Accomplish and attach the Food Entry Pass Form 3. For catering service, attach the list of equipment, utensils, and other items needed for the catering service on the FEP 4. Wait for the approval via The Concierge portal or Email 	<p>Endorser -Requesting Office</p> <p>Concierge Agent -Campus Services Admin Assistant</p> <p>Approver -Campus Services Executive Director</p>	At least two (2) working days before the date of entry

Product Distribution Request Form	<p>Use this form to secure approval to distribute consumable products on campus.</p> <p>Please note that before finalizing any legal or binding agreements with prospective partners, the items to be distributed must be cleared by the Health Services Office and the Safety Office.</p>	The Concierge Portal - Product Distribution Request Form	Safety Office	<ol style="list-style-type: none"> 1. Access The Concierge Portal 2. Accomplish the PDR Form 3. Wait for the approval via The Concierge portal or Email 	<p>Endorser -Requesting Office</p> <p>Concierge Agent -Safety Office Assistant</p> <p>Approver -HSO Director -Safety Office Director</p>	At least two (2) weeks before the date of the activity
Ingress Request Form	<p>Use this form to secure approval to bring in equipment/tools for institutional/office/organization ACTIVITIES inside the campus.</p> <p>Please note that electrical items must undergo approval from the Mechanical and Electrical Works Office (MEWO), and for items considered hazardous or may cause hazards to the community, approval from the Safety Office is required.</p>	The Concierge Portal - Ingress Request Form	Safety Office	<ol style="list-style-type: none"> 1. Access The Concierge Portal 2. Accomplish and attach the INGRESS FORM (List of Materials and Equipment) 3. Wait for the approval via The Concierge portal and Email 	<p>Endorser -Requesting Office</p> <p>Concierge Agent -Safety Office Assistant</p> <p>Approver 1. MEWO Director (if electrical) 2. Safety Office Director</p>	At least five (5) working days before the date of the activity
Egress Request Form	<p>Use this form to request approval to pull out NON-DLSU properties used for institutional/office/organization ACTIVITIES inside the campus.</p> <p>.</p>	The Concierge Portal - Egress Request Form	Safety Office	<ol style="list-style-type: none"> 1. Access The Concierge Portal 2. Accomplish and attach the EGRESS FORM (List of Materials and Equipment) 	<p>Endorser -Requesting Office</p> <p>Concierge Agent -Safety Office Assistant</p>	At least two (2) working days before the date of the pull out.

				3. Wait for the approval via The Concierge portal and Email	Approval (Checking upon pullout) -Security Office Director	
Outgoing University Property Pass	Use this form to bring any DLSU property outside the campus.	<p>The Concierge Portal - Outgoing University Property Pass</p> <p>Note: The Outgoing University Property Pass form may be downloaded from the DLSU Website - Outgoing University Property Pass</p>	SCMO	<ol style="list-style-type: none"> 1. Access the Concierge portal 2. Accomplish and attach the Outgoing University Property Pass (OUPP) 3. Wait for the email approval from the SCMO 	<p>Endorser -Requesting Office</p> <p>Concierge Agent -SCMO Admin Assistant</p> <p>Approver -SCMO Executive Director</p>	At least one (1) working day before the date of the pull out.
Personal Property Gate Pass	<p>Use this form to bring in your personal equipment, appliance, sports gear or items that can be construed as DLSU property when bringing them out.</p> <p>Please show the approved Personal Property Gate Pass (print-out or email) to the guard during entry and upon exit.</p>	The Concierge Portal - Personal Property Gate Pass	Safety Office	<ol style="list-style-type: none"> 1. Access The Concierge Portal 2. Accomplish the Personal Property Gate Pass 3. Wait for the approval via The Concierge portal and Email 	<p>Endorser -Owner of the gadget or equipment</p> <p>Concierge Agent -Safety Office Assistant</p> <p>Approver 1. MEWO Director (if electrical)</p>	At least one (1) working day before the date of entry

					2. Safety Office Director	
Hot Work Permit	<p>Use this form to secure approval from the Mechanical and Electrical Works Office (MEWO) to allow activities requiring temporary operation involving open flames or producing heat or sparks that can cause fire with or without flammable material.</p> <p>These processes may include but are not limited to welding, cutting, soldering, and those that involve open flames or ignition sources.</p> <p>The approved permit must be posted in the work or activity area, clearly visible to the public</p>	DLSU Website: DLSU Admin Forms - Hot Work Permit	MEWO	<ol style="list-style-type: none"> 1. Download the form from the DLSU website 2. Submit the accomplished form to mewo@dlsu.edu.ph 3. Wait for the email approval from the MEWO 	<p>Endorser -Requesting Office</p> <p>Agent -MEWO Office Assistant</p> <p>Approver -MEWO Director -Safety Office Director</p> <p>Monitoring -Security Office Director</p>	At least two (2) working days before the date of the activity.