



Office of the Vice President
for Administration

REQUEST FOR ISSUANCE OF ACCESS PASS

REMINDERS

- (1) 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.
- (2) 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.
- (3) The Access Pass must be renewed before its expiration date. Renewal of expired Access Pass shall be subject to a penalty of P500.00.
- (4) 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 at DLSU		Type	<input type="checkbox"/> Issuance/New <input type="checkbox"/> Renewal <input type="checkbox"/> Replacement	ID Number
Full Name	Last	First			Middle	
Email Address			Mobile Number			Office Local No.

With Company-Based Contract Period			With Individual Deployment Period			Others*		
Company / Agency			Company / Agency			<input type="checkbox"/> Affiliate	<input type="checkbox"/> BrosCom	<input type="checkbox"/> Auxiliary (personal)
<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"/> Contractor	<input type="checkbox"/> Research	<input type="checkbox"/> Consultant				
<input type="checkbox"/> Concession	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Transportation	(For Research & Consultant please attach copy of contract)					
Period of Contract with DLSU			Deployment period at DLSU			Valid for a maximum of one (1) year		Valid for a maximum of six (6) months
Start Date			Start Date		End Date			
End Date			Noted by CCHRSO (for Agency/Support)			Signature over printed name		
Applicant for Access Pass			Applicant for Access Pass			Applicant for Access Pass		
Signature over printed name / Date			Signature over printed name / Date			Signature over printed name / Date		
Supervising Administrator			Supervising Administrator			Supervising Administrator		
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	[1] Received (Miguel 115)		
Personnel Number			
Release Number	[2] Indexing (HSSH 1504)		Claiming (Miguel 115) _____ Signature over printed name / Date
Official Receipt No. / Date	[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>
2. Pay the assessment at the Accounting Office using the Referral Slip (see next page).

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)

3. Email the accomplished RIAP form and required documents to 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 Health certificate issued by the City of Manila (for food concessions only)
- 3.1.5 Official Receipt

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE PROCESSED

4. Proceed to Security Office, Miguel 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 (Miguel 115) 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

LAST NAME		
FIRST NAME		
PARTICULARS		
Payment for Access Pass (Please choose one)	GL Account Code / Account Name	
<input type="checkbox"/> Issuance/Renewal <u>150.00</u>	11-3-12-54-072-00000-61000601-2-61-01-410201020-00-0000-0000 / ID Fee	
<input type="checkbox"/> Replacement <u>500.00</u>	11-3-12-54-072-00000-61000601-2-61-01-410210008-00-0000-0000 / ID Card replacement fee	
<input type="checkbox"/> Penalty <u>500.00</u>	11-3-12-54-072-00000-61000601-2-61-01-410201020-00-0000-0000 / ID Fee	
TOTAL _____		

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