

REQUEST FOR ISSUANCE OF ACCESS PASS

REMINDERS

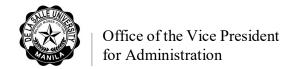
- (1) The Access Pass holder agrees to comply with all the rules and regulations in connection with the Access Pass, including wearing it whenever inside DLSU premises, including satellite facilities. The holder commits to ensure that the Access Pass is always in presentable form.
- (2) Applicants are 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									ID Number		
Date		Office Assignment at DLSU			Туре			☐ Issuance/New☐ Renewal☐ Replacement☐			
		Last			First			Middle			
Full Name											
Email Addres	38		Mok	Mobile Number				Office Local No.			
	Company-Based Co	ntract Period		With Individual Deployment Period				Others*			
Company / A	Agency		Company /	Agency							
☐ Security	☐ Sanitation			Agency Project Support			□		Auxiliary		
☐ Safety	☐ Grounds	☐ Contractor	☐ Resear		ultant	<u> </u>	Affiliate	☐ BrosCom	(personal)		
☐ Concess	sion	ce Transportation	n (For Researc	ch & Consultant ple	ease attach copy	of contract)					
P	Period of Contract w			Deployment per					Valid for a		
Start Date					rt Date End Date			Valid for a maximum of one (1) year			
End Date			Noted by CC				OHO (I) yeai	(6) months		
	Applicant for Acces	- Dana	(IOI Agency/C	(for Agency/Support) Signature over printed name Applicant for Access Pass			Λn	-lisant for Appear	Desc		
	Applicant for Acces	s Pass		Applicant for A	CCESS Pass		Aþ	plicant for Access	Pass		
Sigr	nature over printed r	Si	Signature over printed name / Date			Signature over printed name / Date					
	Supervising Admin	strator		Supervising Administrator			Su	pervising Adminis	trator		
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											
<u></u>		<u> </u>	>>> DO NO	T FILL BEYO	ND THIS PO	>>>> TAIC	×				
Ac	Access Pass Control Number			Step Signature / Date		re / Date	Notes				
Access Pass C	ode		[1] Received (Mi	iqual 115)	T						
Personnel Num			[1] Necervou (
	Release Number [2] Ind		[2] Indexing (HS	ndexing (HSSH 1504)				Claiming (Migue	l 115)		
	Official Receipt No. /	-, ···			1		ļ				

Signature over printed name / 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:

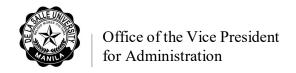
Schedule for Picture-Taking

Mondays to Fridays 10:00am to 11:30pm 4:00pm to 6:00pm

- 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



REFERRAL SLIP

TO: THE ACCOUNTING OFFICE

LA	AST NAME							
FIRST NAME								
PARTICULARS								
Payment for Access Pass (Please choose one)				GL Account Code / Account Name				
	Issuance/R	tenewal	<u>150.00</u>	11-3-12-54-072-00000-61000601-2-61-01-410201020-00-0000-0000 / ID Fee				
	Replaceme	ent	500.00	11-3-12-54-072-00000-61000601-2-61-01-410210008-00-0000-0000 / ID Card replacement fee				
	Penalty		500.00	11-3-12-54-072-00000-61000601-2-61-01-410201020-00-0000-0000 / ID Fee				
	TOTAL		 					

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