



Permit for Bulletin Board Posting

OFFICE OF THE VICE CHANCELLOR FOR COMMUNITY AFFAIRS

University of the Philippines Diliman

Email: ovcca.updiliman@up.edu.ph

Contact Number: 89818500 (VOIP 8601 / 2591)

Reference Number (For OVCCA Staff):

OVCCA-BBP-2023-_____

<i>Details of Requesting Party</i>				<i>Date Received:</i>	
				<i>Requirements</i>	
Name of Requesting Party				<input type="checkbox"/>	Duly Accomplished Form
Name of Representative (if applicable)				<input type="checkbox"/>	For Students: Copy of UP ID or any valid ID and Form-5
Classification of Requesting Party (Check one)	UP Unit / Office	<input type="checkbox"/>	UP Faculty / REPS / Staff		<input type="checkbox"/>
	Business Concessionaires	<input type="checkbox"/>	UP Student	<input type="checkbox"/>	UP Alumni
Name of UP Unit or Office / Name of UPD Business Concessionaires				<input type="checkbox"/>	For Alumni: Copy of UP Alumni ID or proof of alumni status and any valid ID
UP Mail / E-mail				<input type="checkbox"/>	For Non-UP Clients: Copy of valid agency or company ID
Contact Number				<input type="checkbox"/>	Image of Poster

<i>Details of the Poster</i>				<i>Instruction to Requesting Party</i>	
Objectives of the Poster (Announcement / Content)				1. Email requirements to the OVCCA thru ovcca.updiliman@up.edu.ph at least 5 working days prior to preferred date of posting. (Subject: REQUEST FOR BULLETIN BOARD POSTING)	
Target Audience					
Number of Posters					
Endorsement from Head (For non-personal purpose)	Signature over printed name and designation		Date	2. For income-generating type of announcement, pay the assessed fee at the UPD Cash Office and submit copy of proof of payment to the OVCCA thru ovcca.updiliman@up.edu.ph	

(Do not write anything beyond this part)

<i>For Assessment of the OVCCA Staff</i>							
Type of Shoot / Client Type	UP Unit / College / Office		UP Faculty, REPS, & Staff UP Students & UP Alumni		Business Concessionaires	OVCCA Staff:	
Personal / Official	Free	<input type="checkbox"/>	Free	<input type="checkbox"/>	N / A		
Income Generating	Free	<input type="checkbox"/>	₱100 / Transaction	<input type="checkbox"/>	₱200 / Transaction	<input type="checkbox"/>	Date Paid:
Total Amount Due (Trust Account # 9257-084-951-005-439) (Maximum Number of Posters / Transaction = 100 Pieces)						OR Number:	

Action of the VCCA	Approved	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>	Validity Period:
Remarks					
Signature	ROEHL L. JAMON Vice Chancellor for Community Affairs				

Data Privacy Notice: By accomplishing this form, you express your consent for the UPD OVCCA to collect, record, and retrieve your personal information. The same personal information shall be used for validation, coordination, and communication purposes in relation to your request for OVCCA services. It shall be retained in our records for one year or until it is deemed necessary and shall be treated in accordance with the Data Privacy Act of 2012 (Republic Act No. 10173) and the UP Diliman Privacy Policy. It may also be disclosed to authorities for any alleged violation of law or rules of the University.