



# Permit for the Entry of Non-UP Vehicle

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-EV-2023-\_\_\_\_\_**

Details of Requesting Party				Date Received:
				Requirements
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"/>
	UPD Business Concessionaires	<input type="checkbox"/>	UP Student	<input type="checkbox"/>
			UP Alumni	<input type="checkbox"/>
Name of UP Unit or Office / Name of UPD Business Concessionaires				<input type="checkbox"/> For UP Faculty and Staff: Copy of UP ID or any valid ID and appointment paper
UP Mail / E-mail				<input type="checkbox"/> For Alumni: Copy of UP Alumni ID or proof of alumni status and any valid ID
Contact Number				<input type="checkbox"/> For Non-UP Clients: Copy of valid agency or company ID
				<input type="checkbox"/> Image of Poster

Details of Vehicle (continue in separate sheet if necessary)				Instruction to Requesting Party
Purpose of Entry				1. Email requirements to the OVCCA thru ovcca.updiliman@up.edu.ph at least 5 working days prior to date of entry. (Subject: REQUEST FOR ENTRY OF NON-UP VEHICLE)
Date and Time				
Plate Number	Vehicle Type	Vehicle Model	Other Details	
				2. Receive the approved permit thru your UP Mail.
				3. Present the approved permit to security personnel upon entry at the portals of the University.
Endorsement from Head (For non-personal purpose)	Signature over printed name and designation			Date

(Do not write anything beyond this part)

Action of the VCCA	Approved	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>	Validity Period:
Remarks					
Signature	<b>ROEHL L. JAMON</b> 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.