



## Request for UPD Gate Pass

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)

Requirements	
<input type="checkbox"/>	Duly Accomplished Form
<input type="checkbox"/>	ID photo with white background and minimum resolution of 200 dpi
<input type="checkbox"/>	For permanent personnel: copy of UP ID or any valid ID and copy of Appointment Paper
<input type="checkbox"/>	For non-permanent personnel: copy of Appointment Paper / Contract of Service / Job Order and any valid ID
Date Received:	

Instruction to Requesting Party	
1	Email requirements to the OVCCA thru vehiclesticker.updiliman@up.edu.ph  (Subject: UPD GATEPASS APPLICATION)
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.

Details of Requesting Party				
Name				
Classification	Faculty	<input type="checkbox"/>	Lecturer / Visiting Fellow	<input type="checkbox"/>
	REPS	<input type="checkbox"/>	Contract of Service / Job Order	<input type="checkbox"/>
	Administrative Staff	<input type="checkbox"/>	Others	<input type="checkbox"/>
UP Unit / College / Office				
UP Mail / E-mail				
Contact Number				
Signature				

(Do not write anything beyond this part)

Verified	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Validity Period					
Remarks					
Reference Number	UPD Gate Pass No. 2023 - _____				

**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.