



Permit for Photo / Video Shoot

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-PVS-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 Student	<input type="checkbox"/>	Non-UP Individual	<input type="checkbox"/>	For UP Faculty and Staff: Copy of UP ID or any valid ID and appointment paper
	UP Faculty / REPS / Staff	<input type="checkbox"/>	UP Alumni	<input type="checkbox"/>	Non-UP Entity	<input type="checkbox"/>	
Name of UP Unit or Office / Name of Non-UP Entity						<input type="checkbox"/>	For Alumni: Copy of UP Alumni ID or proof of alumni status and any valid ID
UP Mail / E-mail							
Contact Number						<input type="checkbox"/>	For Non-UP Clients: Copy of valid agency or company ID

<i>Details of the Photo / Video Shoot</i>						<i>Instruction to Requesting Party</i>	
Purpose						1. Email requirements to the OVCCA thru ovcca.updiliman@up.edu.ph at least 5 working days prior to preferred date of shoot. (Subject: REQUEST FOR PHOTO / VIDEO SHOOT)	
Date & Time							
Desired Locations							
Number of Participants						2. For non-UP, 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	
List of Equipment & Property for the Photo / Video Shoot							
Endorsement from Head (For non-personal purpose)	Signature over printed name and designation					Date	

(Do not write anything beyond this part)

<i>For Assessment of the OVCCA Staff</i>							
Type of Shoot	Personal	<input type="checkbox"/>	Official (Academic / Research)	<input type="checkbox"/>	Income Generating	<input type="checkbox"/>	OVCCA Staff:
Applicable Fees	Free	<input type="checkbox"/>	₱3,146 / hr Photoshoot	<input type="checkbox"/>	Others:		Date Paid:
Total Amount Due							OR Number:

Action of the VCCA	Approved	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>	Date:
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.

TERMS AND CONDITIONS FOR PHOTO / VIDEO SHOOT IN UP DILIMAN

1. UP Users include the following
 - UP faculty members, REPS, administrative staff;
 - UP students;
 - UP alumni;
 - UP-accredited organizations (employees' and faculty unions, employees' cooperative);
 - UP-accredited student organizations and foundations; and
 - UP-accredited alumni associations
2. Approved permit should be presented to security personnel for inspection.
3. Policies as well as rules and regulations of the University should be observed at all times.
4. UP property and any part of its grounds (e.g., trees, plants, shrubs, art works, bench, lampposts, etc.) should not be removed, vandalized, nor damaged during the shoot.

Any destruction of such shall be paid at the expense of the requesting party.

5. The OVCCA has the prerogative to revoke issued permits for violation of University policies and for causing damage to university property.