



## Endorsement for the Refund of Security and Cleanliness Bond

**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)

Details of the Requesting Party		Requirements	
Name of Requesting Party		<input type="checkbox"/>	Duly Accomplished Form
Name of Representative (If Applicable)		<input type="checkbox"/>	Original Receipt (Per COA requirements)
UP Mail / E-mail		<i>Date Received:</i>	
Contact Number			

Details of the Activity		Instruction to Requesting Party
Title of Activity		1. Seek clearance from the following offices: CMO, DEMO, and PSSO.
Date and Time of the Activity		2. Submit the following to the OVCCA - Duly accomplished form containing clearance from CMO, DEMO, and PSSO; and - Official Receipt
Area / Facility Used		
Official Receipt Number		3. Claim refund (check) from the UPD Cash Office after the voucher have been cleared thru the OVCCA, Budget Office, and Accounting Office.
Amount		

*(Do not write anything beyond this part)*

Clearance from Campus Maintenance Office (CMO)		
Certification	I hereby certify that as per ocular inspection conducted on _____, no damages were found on the physical plant and assets of the University and that there is no standing balance for electricity, water, and personnel services in relation with the above stated activity.	
Signature	<b>PERLITA C. RAÑA</b> Director, CMO	Date

Clearance from Diliman Environmental Management Office (DEMO)		
Certification		
Signature	<b>JAMES CHRISTOPHER P. BUÑO</b> Director, DEMO	Date

Clearance from Public Safety and Security Office (PSSO)		
Certification	I hereby certify that as per ocular inspection and verification with UPDP and other security formations conducted on _____ there were no damage on the physical assets and structures of the University after their event; there were no pending cases with the UPDP related to the organizers, their concessionaires, and the event itself; and that they have no standing balance with PSSO and UPDP in relation to the above stated activity.	
Signature	<b>EDGIE FRANCIS B. UYANGUREN</b> Director, PSSO	Date