



ENTRY PERMIT FORM

DATE: _____

REMINDERS:

- 1. This Form is applicable for campus access only.
- 2. Approved events and/or activities must be attached to this form.
- 3. This Form can be downloaded at the PNU Website or available at the Security Main gate.
- 4. This form must be submitted through the following channels:
 - a. Email to asmo@pnu.edu.ph, cc: ssmu@pnu.edu.ph.
 - b. Hard copy (2 copies) to the Administrative Service Management Office (ASMO)

REQUESTING PARTY

OFFICE/ORGANIZATION	NAME OF REQUESTING PARTY/ POSITION/ Year & Section (for students)

REQUEST DETAILS

Check if Applicable:			
	Guest Speaker/VIP		External Athletes
	Alumni		Government Agencies
	Applicants		Suppliers/Service Providers/Bidders/Contractors
	Personal Visitor		PNU Employees (<i>applicable only for activities on Sundays/non-working days</i>)
	PNU Students (<i>applicable only for acitivities on Sundays/non-working days</i>)		Others (Please Specify):
Name of Events/Activities:			
Duration of Request for Permit		From:	To:
Venue of event and/or Office to be visited			
Total Number of Visitors:			
LIST OF VISITORS COVERED BY THE ENTRY PERMIT		CAR PLATE NUMBER (For those with request only)	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Please use additional sheets for more than 10 persons*

REQUESTING PARTY	APPROVAL
<div>Signature over printed name</div>	<div>Director, Administrative Services Management Office (ASMO)</div>