

 PHILIPPINE NORMAL UNIVERSITY The National Center for Teacher Education Taft Ave. Cor. Ayala Blvd., Ermita, Manila 1000 Philippines Trunkline: +63-2-5317-1768 Loc. 700 asmo@pnu.edu.ph ▲ www.pnu.edu.ph		Reference No.	PNU-MN-2026-ASM-FM-004
		Issue No.	02
		Rev. No.	00
		Date:	08-12-2026
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ASM	ENTRY PERMIT FORM	DC No.	CC08122026-2640

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 at the PNU Website.

4. This form must be submitted through the following:

a. Email to asmo@pnu.edu.ph, cc: ssmu@pnu.edu.ph.

b. Hard copy (2 copies) to the Administrative Service Management Office (ASMO)

ENTRY PERMIT FORM

DATE _____

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:			
Date of Event		From:	To:
Venue/s of event and/or Office to be visited			
Total Number of External 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
_____ Signature over printed name	_____ Director, Administrative Services Management Office (ASMO)