

Department of Science and Technology
PHILIPPINE SCIENCEHIGH SCHOOL
MAIN CAMPUS

APPLICATION FORM

Form No. _____ PSHS Sticker No. Issued _____

Name of Student: _____ Year/Section: _____

Metro Manila Address: _____

Provincial Address: _____

Name of Father: _____ Occupation: _____ Tel. No. _____

Name of Mother: _____ Occupation: _____ Tel. No. _____

Name of Guardian: _____ Occupation: _____ Tel. No. _____

Name of Authorized Driver: _____

Car Model: _____ Year: _____ Color: _____ Plate No. _____

_____ Year: _____ Color: _____ Plate No. _____

Requirement:

1. Certificate of Parent/s on the description of the vehicle (Plate #, type/model, color).
2. 1 x 1 picture of driver

Date

Dr. Lawrence V. Madriaga
Director
PSHS – Main Campus

Dear Dr. Madriaga:

This is to acknowledge receipt of PSHS Memo pertaining to security and safety for all the members of the PSHS Community. I have read this and promise to abide by the rules and regulations set by the school management re: security and safety measures.

Signature Over Printed Name of
Parent/Guardian



**SECURITY MEASURES
SY 2018-2019**

Rule I. Entry to the School Premises

Employees/Students

1. The school shall employ **"NO ID NO ENTRY"** policy.
2. Employees/students should always wear their ID's while within the school premises.
3. Employees/students with vehicles shall secure car stickers for easy identification of vehicles entering the school premises. **"NO CAR STICKER NO ENTRY"** policy shall be implemented.
4. Employees with vehicles shall park at the designated parking areas. Employees/service providers with motorcycles and/or bicycles shall park at the designated parking area located beside the area provided for the official/school vehicles.
5. Employees reporting on weekends or holidays shall secure permit to enter from his/her immediate supervisor.
6. Students reporting to school on weekends should secure permit to enter the campus from the Division of Student Affairs and with consent from their parents.
7. **"Park at your own Risk"** policy shall be adopted and implemented. All personal and valuable belongings should be secured by the owner of the vehicle.

Visitors/Parents

1. Entry of parents/visitors are strictly for official business only. Staying inside the campus is strictly prohibited.
2. Support organizations conducting activities/meetings on weekends should secure an activity permit duly approved by school officials.
3. Visitors shall be required to deposit identification cards with the guard on duty who shall issue the corresponding Visitor's ID, which must be worn visibly while inside the campus.
4. Visitors shall also be required to log in at the visitor's logbook and secure a visitor's entry permit before they are allowed to enter the school premises.
5. All incoming vehicles shall be subject to inspection by the Security Personnel.
6. Parking inside the campus is limited to school employees only.
7. Employees must inform the guard on duty of their expected visitors.
8. Visitors of dormitory residents during regular school days are only allowed after class hours (5:00 P.M. – 7:00 P.M., 3:00 – 7:00 P.M. on Fridays). They are required to register at the guard on duty at the entrance gate.
9. Vehicles dropping off and picking up students shall observe the following schedule:

Drop Off	Schedule	Area
Externs	Monday-Friday 5:00 – 7:00 A.M. - With service and with car stickers - commuters Saturday – depending on the time of the approved activity	Designated Drop Off Area Entrance: Gate 2 Gate 1 – Pedestrian Gate
Dormers	Sunday 2:00 – 8:00 P.M. Monday 5:30 – 7:00 A.M. (All cars should be out of dorm area before 7:15 A.M.)	Infront of Boy's Residence Hall/ Designated Drop Off Area
Pick Up		
Externs	Monday – Thursday 3:00 – 7:00 P.M. Friday 1:00 – 7:00 P.M.	Designated Pick Up Area Entrance: Gate 2
Dormers	Friday 1:00 – 8:00 P.M. Saturday 6:00 – 10:00 A.M.	Infront of Boy's Residence Hall/ Designated Drop Off Area

10. Walk-in vendors shall not be allowed to enter the Campus without the proper approval by the Management. Promotional materials, product endorsements and samples shall be scrutinized properly by the school authorities.

Rule II. Leaving the school premises

Employees

1. Employees leaving the school premises on official business shall fill out a locator slip in two copies duly signed by his/her Unit Head /Division Chief and must surrender one copy to the guard on duty. Employees leaving the campus during official time on personal reasons shall time out and in through the biometric fingerprint scanning while those leaving for fifteen minutes or less shall log- in and log-out at the guard's logbook for monitoring purposes.
2. Employees' vehicle shall be subject to inspection before leaving the school premises.

Students

1. Interns leaving the school must surrender their approved gatepass and present their ID's to the guard on duty. The drivers of vehicles with the interns as passengers must stop and surrender to the guard on duty the gatepasses of these students.
2. Externs riding the shuttle bus must show her/his ID upon boarding the bus and log-in at the driver's logbook.
3. Students' vehicles shall be subject to inspection before leaving the school premises.

Visitors/Parents

1. Visitors shall log-out at the visitor's logbook and return the visitor's ID and form to the guard on duty before leaving the school premises.
2. All vehicles shall be subject to inspection before leaving the school premises.

Rule III. Inspection of Vehicles/Bags/Baggage

Visitors/Parents

1. All bags/baggage and incoming vehicles shall be subject for inspection by the guard on duty.
2. All equipment/materials to be brought in to the campus shall be registered upon entry as basis for the security guards when it will be brought out of the premises.

Employees/Students

1. All equipment/materials to be brought into the campus shall be registered upon entry to the guard which shall serve as basis for the guards when it will be brought out of the premises. If the equipment/materials will be left in the campus for more than one day, it shall be registered at the Property Office and an authority to bring out the equipment shall be secured when it will be brought out of the premises.
2. Bags/baggage and vehicles of the employees and students shall be subject for inspection by the guard on duty upon leaving the campus.

Rule IV. Buildings

1. For security reasons, the S&H and ASTB buildings will be closed at 6:00 P.M. everyday. No activities will be authorized for PSHS staff, faculty, and students after 6:00 P.M. unless with approval from the proper authorities.
2. Entering the school buildings during weekends are strictly prohibited without authority.
3. Use of school facilities by outsiders shall require approval by the Director or Authorized Representative. Approved request shall be guided by the existing guidelines on the use of PSHS facilities.

Rule V. Implementation by PSHS Security Force

1. The campus security force is authorized to implement the guidelines to ensure the safety of our entire community.
2. If you have comments, questions, complaints or suggestions, please address them in writing to the Office of the Campus Director, PSHS Main Campus, Agham Road, Diliman, Quezon City.

For your information and compliance.

NOTE:

- **BRINGING OF FIREARMS IN THE SCHOOL PREMISES IS STRICTLY PROHIBITED.**
- **PSHS CAMPUS IS A NON-SMOKING, NON-DRINKING (ALCOHOL), AND NON-GAMBLING AREA.**
- **CAMPUS SPEED LIMIT IS 15 KPH.**
- **SCHOOL FACILITIES ARE FOR THE EXCLUSIVE USE OF THE SCHOOL FROM AUGUST-MAY.**

LAWRENCE V. MADRIAGA, PH. D.
Director