



CAVITE STATE UNIVERSITY – CCAT CAMPUS

PHYSICAL PLANT AND SECURITY SERVICES

External and Internal Services



1. Securing a Gate Pass				
This procedure shows allows the clients to list down the item/s brought in/out the campus and be issued a gate pass for security purposes.				
Office or Division:	Physical Plant and Security Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Employees, Students, stakeholders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Gate Pass Form			PPSS Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and fill out the Gate Pass Form from the PPSS Office/Guard House.	1.1 Provide the gate pass form to the client.	None	1 Minute	<i>PPSS Staff Office/ Guard on Duty</i>
2. Bring the accomplished form to the Civil Security Unit Coordinator, PPSS Director and Campus Administrator for approval.	2.1 Assist the client.	None	10 Minutes	<i>Civil Security Unit Coordinator, PPSS staff and Office of the Campus Administrator staff</i>



<p>3. Bring the form to the guard-on- duty for verification and inspection.</p>	<p>3.1 Check the listing and actual items.</p> <p>3.2 Provide client with Stakeholders’ Feedback Form or Google Form using the link http://119.92.116.149/hrdo_feedback_form</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Guard-on-Duty</i></p>
<p>4. Fill out and return the Stakeholders’ Feedback form or Google Form</p>	<p>4.1 Inform the client to drop the form in the provided box located at the exit gate of the campus or acknowledge receipt of Google Form</p>	<p>None</p>	<p>1 Minute</p>	<p><i>Guard-on-Duty</i></p>
	<p>TOTAL:</p>	<p>None</p>	<p>22 Minutes</p>	



2. Procedure for CCTV Playback				
This service shows how stakeholders can gain access in reviewing the recorded footages inside the University at a given place and time for purposes of investigation.				
Office or Division:	Physical Plant and Security Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Employees, Students, Stall Owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Written request/statement indicating the detailed information about the event and Identification Card			Client	
Request for CCTV Playback Form			PPSS Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the written request and ID.	1.1 Receive the document and assist to the PPSS Office.	None	1 Minute	<i>Guard-on-Duty</i>
2. Fill-out the Request for CCTV Playback Form.	2.1 Assist the client in signing the form.	None	2 Minutes	<i>PPSS Staff</i>
3. Provide incident information to the guard-on-duty and personnel.	3.1 Review the CCTV footage in given location and time and ask some questions to satisfy the needs of the client.	None	30 Minutes	<i>PPSS Staff with the Guard-on-Duty/Head Guard</i>
4. Submit the approved letter and sworn statement subject for investigation.	4.1 Accept the approved letter and provides the specific footage/s needed as evidence. 4.2 Provide the log sheet.	None	2 Days	<i>Administrative Aide Civil Security Unit Head Guard Chief for</i>



				<i>Operation Civil Security Officer Civil Security Unit</i>
5. Accomplish the information in the log sheet before leaving the office.	5.1 Provide client with Stakeholders' Feedback Form or Google Form using the link http://119.92.116.149/hrdo_feedback_form	None	1 Minute	<i>Guard-on-Duty/ PPSS Staff</i>
	TOTAL:	None	2 Days, 34 Minutes	



3. Securing a Permit to Enter				
This procedure shows/allows the clients to list down the item/s brought in/out of the campus and be issued a gate pass for security purposes.				
Office or Division:	Physical Plant and Security Services (Civil Safety and Security Services)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Employees, Students, stakeholders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Gate Pass Form			PPSS Office / Campus Security Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and fill out Permit to Enter Form from the PPSS Office/GuardHouse or write a formal request letter address to PPSS Director or Campus Administrator if necessary.	1.1 Provide the Permit to Enter form to the client.	None	1 Minute	<i>PPSS office personnel /Guard on Duty / Campus Security Officer (watchman)</i>
2. Bring the accomplished form to the Civil Security Unit Coordinator,PPSS Director and Campus Administrator for approval.	2.1 Assist the client and verify the filled-out form.	None	10 Minutes	<i>Civil Security Unit Coordinator, PPSSstaff and Office of the Campus Administrator staff</i>



3. Bring the form to the guard-on-duty for verification.	3.1 Check the listing of Name to Enter and the Signatories. 3.2 Provide client with Stakeholders' Feedback Form.	None	10 Minutes	<i>Guard-on-Duty</i>
4. Fill out and return the Stakeholders' Feedback form.	4.1 Inform the client to drop the form in the provided box located at the exit gate of the campus	None	2 Minutes	<i>Guard-on-Duty</i>
	TOTAL	None	23 Minutes	



4. Request for Materials (Ground Improvement / Electrical & Water / Construction)				
This procedure allows the clients to list down and request the item/s for use in the repair/construction works, Electrical & Water, and Ground Improvement works.				
Office or Division:	Physical Plant and Security Services (Repair and Maintenance, GIL, Motorpool/Electrical & Water)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen G2B - Government to Business Entity/iesG2G -Government to Government			
Who may avail:	CvSU-CCAT Employees such as Deans, Director, Unit Heads, students, Campus officeoccupants and stakeholders,Project Construction Site Engineer/Foreman			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Materials Requisition Form			PPSS Office	
Approved Work Request Form			PPSS Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and fill out the materials requisitionform from the PPSS Office.	1.1 Check if material/s requested is/are available.	None	5 Minutes	<i>Property Custodian</i>
2. Submit the form to the concerned coordinator for recommendation and approval	2.1 Approve the requisition form	None	2 Minutes	<i>Concerned coordinator</i>
3. Submit the approved form forApproval	3.1 Approve the request	None	1 Minute	<i>PPSS Director</i>



4. Submit the accomplished and approved materials requisition form to the property custodian for releasing of the requested materials	4.1 Sign the form and release the requested material/s. 4.2 Provide client with Stakeholders' Feedback Form	None	15 Minutes	<i>Property Custodian</i>
	TOTAL:	None	23 minutes	



5. Work/Job Request for Repair and Maintenance / Ground Improvement and Landscaping / Motorpool, Electrical & Water				
The procedure shows how the PPSS carry out the repair and maintenance of CvSU-CCAT Campus facilities and equipment as well as Ground Improvement and Landscaping and Motorpool, Electrical and Water.				
Office or Division:	Physical Plant and Security Services (Repair and Maintenance / GIL / Motorpool, Electrical & Water)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen G2B - Government to Business Entity/ies			
Who may avail:	CvSU-CCAT Employees such as Deans, Director, Unit Heads, students, Campus officeoccupants and stakeholders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Job Requisition Form			PPSS Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and fill out the Job requisition form from the PPSS Office.	1.1 Inspect for the scope of work and materialsneeded.	None	5 Minutes	<i>Any personnel available in the PPSS Office</i>
2. Submit scope of workto the concerned coordinator for approval.	2.1 Check if there is available personnel-in-charge and available materials. 2.2 Approve the form to commence therequested work.	None	5 Minutes	<i>Concerned coordinator</i>



<p>3. If there are no available materials and/or personnel to do the job, return request to the PPSS Office or to the concerned coordinator for proper action.</p>	<p>3.1 Check the availability of materials and/or personnel.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Concerned coordinator/PPSS Staff</i></p>
<p>4. Acknowledge the work request.</p>	<p>4.1 Sign the Acknowledge form. 4.2 Provide client with Stakeholders' Feedback Form</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>Concerned coordinator/ personnel who performed the work request</i></p>
<p>5. Fill out and return the Stakeholders' Feedback form.</p>	<p>5.1 Receives the Stakeholders Feedback form.</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>PPSS Staff</i></p>
	<p>TOTAL:</p>	<p>None</p>	<p>24 Minutes</p>	



6. Issuance of Official Vehicle Trip Ticket				
This procedure shows how CvSU - CCAT Personnel are assisted in their request for issuance of Official Vehicle Trip Ticket.				
Office or Division:	Physical Plant and Security Services			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen G2G- Government to Government			
Who may avail:	Employees and Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Travel Order /Ticket Form		Human Resource Office and PPSS Office		
Stakeholders Feedback Form		Human Resource Office and PPSS Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and fill-out the trip ticket form from the PPSS Office.	1.1 Check if there is available driver and vehicle to dispatch. 1.2 Inform the client if the request is on Re-schedule due to unavailability of Service Vehicle.	None	1 Minute	<i>Vehicle Dispatcher</i>
2. Counter sign the Travel Order Form of the immediate supervisor/ Department Head/Chairperson of the Head of the Party beside the name of Campus Administrator.	2.1 Check if there is attached travel order prior to scheduling of the requested trip. 2.2 Assign Trip ticket number, driver, and vehicle to be dispatched. 2.3 Call the attention of the guard-on-duty to advise and inform the	None	3 Minutes	<i>Vehicle Dispatcher, Guard-on-Duty and assigned driver</i>



	assigned driver.			
3. Bring the trip ticket to O.C.A. for the approval of the Campus Administrator.	3.1 Check and receive the trip ticket form and the travel order form.	None	5 Minutes	<i>OCA staff</i>
	3.2 Release the approved trip ticket and travel order form.		1 Minute	<i>Head of the Party/Passenger and OCA staff</i>
4. Submit the approved trip ticket and travel order to the PPSS Office.	4.1 Check and receive the forms.	None	1 Minute	<i>Vehicle Dispatcher</i>
	4.2 Submit the approved forms to the guard- on-duty and call the attention of the driver.		1 Minute	
	4.3 Provide client with Stakeholders’ Feedback Form or Google Form using the link http://119.92.116.149/hrdo_feedback_form			
	TOTAL:	None	12 Minutes	



7. Application Procedure for Support of LGU-Organized Activities and Events				
This procedure aims to define the system on how to provide support and assistance to Local Government Units (LGUs) in organizing various activities and events within their jurisdiction.				
Office or Division:	Physical Plant and Security Services			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All accredited and recognized Local Government Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter from LGU		Requesting LGU		
Event Details and Program		Requesting LGU		
Projected Budget and Expenses		Requesting LGU		
Venue and Logistics Requirements		Requesting LGU		
Security and Safety Plan		Requesting LGU and Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request documents.	1.1 Review and evaluate request.	None	2 Days	<i>Auxiliary Staff</i>
2. Coordinate with relevant offices.	2.1 Facilitate coordination.	None	1 Day	<i>Assigned Personnel</i>
3. Attend pre-event meetings.	3.1 Provide guidance and support.	None	1 Day	<i>Assigned Security Personnel</i>



4. Participate in event execution.	4.1 Oversee and monitor activities.	None	1 Day	<i>Assigned Security Personnel</i>
5. Provide post-event report.	5.1 Review and assess report.	None	2 Days	<i>Assigned Security Personnel</i>
	TOTAL:	None	7 Days	