

GUIDELINES FOR REQUESTS FOR SWAFO PERSONNEL:

1. All requests must be made by submitting to SDAO a REQUEST FOR SWAFO PERSONNEL FORM, a minimum of five days (5) prior to the date of the activity.
2. The form contains the following details:
 - Name of requesting organization
 - Name of Event
 - Date
 - Time
 - Venue
 - Estimated number of participants
 - Nature of Event: (formal, informal)
 - Contact person
 - Contact number
3. The said form can be downloaded at the DLSU-D Portal (see the next page) by going to the OSS-SDAO webpage or you may visit SDAO to ask for copies.
4. All requests will be processed a day after the date of filing and is subject to the approval of the SWAFO Director.
5. Submission of this form automatically sends the request to PENDING status.
6. A copy of the itinerary of the events must be submitted with this request.
7. The SWAFO Director has the option not to approve a request based on the nature of the activity and the availability of its personnel.
8. Late requests will not be processed.
9. Requests must be followed up at least two days after the submission of the form.
10. Only one (1) service request will be accommodated at a given time. Priority will be given to the requesting party that submitted their SRF at an earlier date.
11. For approved requests, the requesting party must schedule a consultation with the SWAFO Director at least one day before the scheduled event to conduct a briefing of the activity.
12. Arrangements made with the SWAFO Director during the consultation are deemed final.
13. As the security service is provided for free, arrangements for the food and overtime pay of the SWAFO personnel during the event must be shouldered by the requesting organization or unit.
14. In case of suspension or cancellation of the event, the contact person will be notified as soon as possible.

