



ACCESS CONTROL POLICIES AND PROCEDURES

MISSION STATEMENT

To cultivate a secure, organized, and conducive environment within Southern Leyte State University-Sogod Campus by implementing robust access control measures that safeguard the well-being of its community members and protect university assets.

OBJECTIVES

1. To establish clear guidelines for the entry, identification, and movement of all individuals and vehicles within the SLSU-Sogod Campus.
2. To provide a safe and healthy environment for employees, students, and visitors, while actively protecting university property from unauthorized access and potential harm.
3. To ensure strict adherence to all formulated access control policies and procedures across all areas of the SLSU Main Campus.
4. To clearly define and impose penalties for violations of these policies, fostering a culture of responsibility and respect for university regulations.

GOALS

1. Achieve 100% compliance among employees and students regarding uniform and ID wearing for campus entry.
2. Reduce unauthorized loitering within campus premises beyond designated hours.
3. Establish a fully operational RFID sticker system for all eligible vehicles.
4. Minimize instances of unrecorded entry for employees and students during non-working/non-class days.
5. Reduce instances of non-compliance with visitor entry protocols (logging, ID exchange, proper attire).
6. Ensure all workers/service providers consistently log in and present tools for inspection.
7. Maintain a campus environment free from prohibited items and activities (pets, littering, smoking, gambling).
8. Promptly address and penalize all policy violations as per the established penalty matrix.
9. Regularly review and update policies to adapt to evolving security needs and campus demographics.



PURPOSE

To formulate policies and procedures that would regulate and control the access identification and movement of employees, students, visitors, workers and vehicles while inside the perimeters of Southern Leyte State University - Sogod Main Campus, in order to provide a safe and healthy environment for the employees, students, visitors as well as protect the University's property.

To strictly implement the formulated Access Control Policies and Procedures in all areas/perimeter of SLSU Main Campus, and to impose the penalties to every individual who commits violations enumerated below.

DEFINITIONS

Employees - person who are working for or officially connected with or affiliated to SLSU on whatever employment status and whether they are faculty or staff

Students - persons who are officially and currently enrolled in at least one subject/course at SLSU regardless of degree and non-degree program

Visitors - persons who transact business with the employees or students of the university or any other person visiting the campus for legitimate purpose.

Workers/Service Providers - persons who are transacting business inside the campus such as building construction workers, canteen operators, emergency laborers, maintenance crew and others.

University Visitors - persons who transact official business with any office or department of the University.

Vehicles - refers to cars, jeeps, tricycles, pedicabs, motorcycles, bicycles being used by the University faculty, staff, students, canteen operators and visitors as well as the government service vehicles, school buses, delivery trucks, utility vans, and pick-ups that enter the campus for any purpose.



POLICIES

A. Employees and Students should act accordingly the following before entry:

1. All employees and students should wear proper uniforms and ID's for entry into the campus, use of facilities and to avail of the University services and while within the University premises.
2. Students who stay in the campus beyond class hours without authority will be advised to leave the campus.
3. No one will be allowed to loiter within the University premises beyond 9:00 o'clock in the evening up to 4:00 o'clock in the morning except during emergency situations, University activities or special occasions.
4. Entry of employees and students into the campus during non-working/non-class days should be recorded in the guard's logbook including the purpose and time of such visit for reference.
5. Student-related activities held on non-working days should be allowed only with the written approval of the Vice President for Academic Affairs while employee related gatherings should be approved by Vice President for Administration and Finance. A list of participants must be attached to the written authority in order for the guard at entry to be guided. Persons not included in the list should be not allowed to enter the campus.

B. Visitors should act accordingly the following before entry:

1. Only visitors who are properly identified and have legitimate purpose will be allowed access.
2. Visitors will wear proper attire before entering the university premises. As a general policy, wearing shorts, undershirts and slippers inside the campus shall be prohibited unless such attire is related to a particular activity.
3. Visitors accompanied by a student or employee shall still secure the visitors' pass from the guard house.
4. Visitors should log themselves in the visitor's log book and secure the visitor's pass in exchange with their valid ID from the guard on duty in any of the three (3) gates and allowed access only on designated areas of the university.
5. The university reserves the right to inspect the things/items brought in/out by the visitor/s and to deny entry to anyone who refuses to submit for



inspection.

6. Visitor's passes may not be necessary during enrolment period, commencement exercises, sports competition, wedding receptions, anniversary celebrations and all social or religious affairs/gatherings whether initiated by SLSU or not. However, for non-SLSU activities held in the university facilities (MPC, Plenary Hall, etc.), the Business Affairs and Resource Generation Office (BARGO) shall issue an Entry Pass to the group's representative upon the receipt of the letter request approved by the university president. The entry pass issued by the BARGO with the attached letter of request shall be submitted to the office of the security and safety services for review and security briefing.
7. The "No Loitering, No Littering" and "No Smoking" rule should be applied in the campus.
8. No vendors will be allowed to enter the campus unless they are authorized by the IGP Director or the VPAF.
9. The security unit shall be responsible for the control of access at the entry point within the campus especially the passes-by, joggers and those who would want to use the university facilities such as the oval, ground, basketball court, tennis court etc.

C. Workers/Service Providers should act accordingly the following before entry:

1. All workers and service providers must wear their company IDs and proper attire before entering the university premises. As a general policy, wearing shorts, undershirts and slippers inside the campus shall be prohibited.
2. Workers and service providers should log themselves in the logbook intended for them and present their working tools if any, for inspection and recording to the guard on duty in any of the three (3) gates and allowed access only on their designated work area.
3. The university reserves the right to inspect the things/items brought in/out by the workers/service providers and to deny entry to anyone who refuses to submit for inspection.
4. List of Workers/Service providers should be submitted to the Office of the Vice President for Administration and Finance copy furnish to the Security Services Unit for proper identification and verification.



D. Joggers should act accordingly the following before entry:

1. Joggers should present any government issued ID (driver's license, voter's ID, GSIS ID, Pag-IBIG ID, and others) or Alumni ID to the guard on duty for proper identification;
2. Schedule of jogging will be from 4:30 to 6:30 am except on Sundays;
3. Joggers should pay P100.00 per month at the Cashier's Office;
4. No pets and bottled water allowed; if they will bring water it must be put in a tumbler;
5. Littering, smoking, picking of plants, fruits and flowers are strictly prohibited.

Any violation of the said provision means cancellation of privilege to jog for 1 month;

6. Vehicles of joggers should be parked at the designated parking area with SLSU stickers;
7. Joggers are not allowed to play at the tennis court and other courts;
8. Entrance for joggers should be at the main gate only.
9. Employees and SLSU retirees are free from paying the fees as part of the health and wellness program of the University.

E. Vehicles. All owners of vehicles should act accordingly the following before entry:

1. Vehicles that enters the premises of SLSU Main Campus should acquire RFID Sticker or Temporary/Renewable Vehicle Pass, whichever is applicable, that requires unexpired Driver's License corresponding to the restriction of vehicle used/owned, and Official Receipt and unexpired Vehicle Registration.
2. Employees/Students will be issued a vehicle RFID sticker after accomplishing all the requirements and a fee of four hundred pesos (P400.00). However, such sticker needs to be reactivated every year.
3. The "No vehicle RFID sticker, No entry" rule will always be applied to vehicles of SLSU Main employee and students. However, vehicles of employees from external campuses with SLSU sticker in their respective campuses are allowed to enter the campus even without the RFID sticker.
4. The service vehicles of satellite campus will be issued a vehicle RFID sticker if the respective Campus Administrator so desire. Like the employees and students, they will also comply with the requirements and pay the



corresponding fee.

5. Vehicles of workers/service providers such as building construction workers, canteen operators, emergency laborers, maintenance crew and security guards will be issued a Temporary/Renewable Vehicle Pass instead of RFID Sticker after accomplishing all the requirements (unexpired driver's license, official receipt and vehicle registration) and a fee of P100.00, however this must be renewed every year/annually. And vehicles of the said workers/service providers will only be parked at the perimeter fence at the back of the main gate guard house.
6. The delivery tricycle/motorcycle of the supplier of mineral water to the different offices of the university are required for Vehicle RFID sticker before entry, provided that he/she comply the requirements and pay the corresponding fee.
7. The vehicles of the university visitors will be issued a vehicle pass card for one day and free of charge, provided that the drivers unexpired license is held at the main gate guard house which will be returned to the driver before leaving the university premises in exchange of the gate pass card.
8. Cargo trucks, motorcycles and tricycles will be issued a vehicle pass card for a day's access to the university after paying P5.00 and P10.00, respectively. In addition the driver's unexpired license shall be held at the main gate guard house which shall be returned once the gate pass card will be given back to the guard on duty before leaving the campus.
9. Vendor vehicles, panel trucks, light vehicles, commercial passenger vans and other similar vehicle types will be allowed to enter the campus upon payment of P20.00 per day and after leaving the driver's unexpired license at the main gate guard house. A vehicle gate pass will be issued which will be returned to the guard on duty before leaving the campus, otherwise the driver's license cannot be claimed.
10. Delivery vehicles will be allowed to enter into the campus without a need of a gate pass only after presentation of the delivery receipt and confirmed by the Supply Office that the delivery is expected. The delivery vehicle will be directed to the designated delivery area by the guard on duty.
11. Failure to return the gate pass card will blacklist the driver and bar his/her vehicle from entering the campuses premises again.
12. In the event a vehicle RFID sticker is lost or damage, the owner will be charged the same payment for issuance of its replacement.
13. Vehicle RFID sticker is non-transferable and specifically for use of the vehicle



for which it was issued.

14. SLSU reserves the right to cancel the privilege of vehicle entry on campus for violation of policies and in the event that it determines that the given privilege poses risk to the University, its employees, students, visitors or the public.

F. Security and Safety. The security guards will strictly implement the following and so as all that are being defined in this Access Policies and Procedures to be supervised by the Chief of the Security and Safety Services.

1. The vehicle RFID sticker will be placed at the most visible part of a vehicle that can easily be detected by the RFID reader.
2. The Guard on Duty may inspect the vehicle and its contents before allowing it to enter the campus or request the owner/driver to open the compartment of the vehicle for security inspection.
3. Only vehicle with appropriate sticker/gate pass is allowed to enter and exit at the main gate only. However, heavy cargo vehicles will use gate 3 as entry/exit point.
4. Vehicle speed limit within the campus is 10kph.
5. SLSU reserves the right to deny entry of vehicles even with a valid vehicle pass in any of the following cases.
 - The driver or any of the passengers is under the influence of intoxicating substances or prohibited drugs.
 - When the student or employee riding therein has no proper ID and/or is not wearing the proper attire/uniform.
 - When the driver or rider has been banned from entering the premises for violation of university policies.
6. Pets/animals regardless of owners are strictly prohibited inside the campus.

G. Parking. All owners of vehicles should follow proper parking and act accordingly as follows:

1. Vehicles must be parked in the designated or authorized parking spaces only.
2. Students should park their motorcycles and bicycles along the perimeter fence at the back of the main gate guard house.
3. Employees should park their motorcycles and bicycles in any of the designated parking areas exclusively for them.



4. Vehicles of workers/service providers will only be parked at the perimeter fence at the back of the main gate guard house.
5. The parking space besides the administration building is reserved for the University President and Vice Presidents only. Other vehicles are prohibited to use the parking space even for loading/unloading purposes only.
6. Overnight parking privileges shall apply only to current university faculty, staff and students. A free parking permit or one night shall be issued by the Office of Vice President for Administration and Finance upon request by the vehicle owner.
7. An applicable overnight parking fee of P50.00 shall be collected from owners of parked vehicles who are not faculty, staff or students of SLSU.
8. For a constant or habitual parking inside the campus, a monthly fee of P200.00 shall be collected from vehicle owners whether they are SLSU employee or not, and a parking permits issued by the Vice President for Administration and Finance, Parking permits issued on or before the 15th of the month will be charged for parking for the entire month and those issued after the 15th of the month will be charged for half month.
9. The parking permit-holder cannot set, transfer or otherwise give his or her permit to anyone.
10. SLSU has no responsibility or accountability for any loss or damage to the vehicle or any of its accessories, personal belongings or contents inside the vehicles while they are parked inside the campus.
11. Smoking/drinking or gambling inside parked vehicles in the campus is strictly prohibited.
12. SLSU reserves the right to penalize any driver that violates road safety and the parking policies.

H. Vehicle: RFID sticker requirements and procedure.

1. Employees and students who wish to secure a sticker shall fill-up an application form available at the Business Affairs and Resource Generation Office (BARGO), and to be approved by the Chief of the Security and Safety Services, with the following documents to be attached:

New Application:

- Photocopy of SLSU official registration form (for students only)
- Photocopy of certificate of registration of vehicle applied for



- Photocopy of current LTO Official Receipt
 - Photocopy of unexpired driver’s license (Student Permit)
 - Payment receipt from cashier’s office
Reactivation of sticker:
 - Photocopy of current LTO official receipt for registration
 - Photocopy of unexpired driver’s license
2. The applicant will pay at the cashier’s office the registration fee of P400.00
 3. The VPAF/MIS Office will issue and install the sticker to the applicant’s vehicle.
 4. Employees and students who loose/damage their stickers should fill-up again the application form at the BARG Office for replacement with pay.
 5. All vehicle RFID stickers have control number for monitoring purposes.

I. Penalty for Violations. The enumerated penalties will be imposed upon an individual who, upon due process, has been found to have committed the following violations.

Violation	Penalty
1. Driving on campus without valid driver’s license	P 50.00
2. Violating speed limit	100.00
3. Unauthorized overnight parking	100.00
4. Parking in unauthorized parking spaces	100.00
5. Smoking/drinking or gambling inside parked vehicle	150.00
6. RFID sticker used/displayed not to the intended Vehicle in which it was issued	200.00
7. Loitering and littering	200.00

University employees, students, visitors and workers/service providers who violate this policy will be subject to termination of their privileges and disciplinary actions for students and employees.



ACTION & IMPLEMENTATION PLAN

Phase 1: Review, Assessment, and Planning (May - July 2025)		
Action	Timeline	Responsibility
<p>Policy Review and Needs Assessment</p> <p><i>Review current policy effectiveness, identify areas for improvement, and gather feedback from stakeholders (employees, students, visitors, workers).</i></p>	May 5 - May 31, 2025	Chief of Security and Safety Services, VPAF, Legal Office, Student Affairs Office, HR Office
<p>Technology and Infrastructure Audit</p> <p><i>Assess current RFID system functionality, gate infrastructure, surveillance systems, and identify needs for upgrades or new equipment</i></p>	June 1 - June 30, 2025	MIS Office, General Services Office, Chief of Security and Safety Services
<p>Budget Allocation and Resource Planning</p> <p><i>Secure necessary funds for equipment upgrades, personnel training, and policy implementation. Plan for procurement of new RFID tags, readers, and signage.</i></p>	July 1 - July 31, 2025	VPAF, MIS Office, General Services Office
Phase 2: Updates, Procurement, and Training (July - October 2025)		
Action	Timeline	Responsibility
<p>Policy Updates and Finalization</p> <p><i>Incorporate findings from Phase 1 into revised policies and procedures. Ensure legal compliance and clarity.</i></p>	July 1 - August 31, 2025	Legal Office, Office of the President, VPAF, Chief of Security and Safety Services
<p>Procurement of New Equipment/Systems</p> <p><i>Purchase and install upgraded RFID readers, new RFID stickers/cards, enhanced surveillance cameras, and clear signage.</i></p>	September 1 - September 30, 2025	General Services Office, MIS Office
<p>Security Personnel Training</p> <p><i>Train security personnel on updated policies, new technology (e.g., RFID system operation), visitor management protocols, and conflict resolution.</i></p>	October 1 - October 31, 2025	Chief of Security and Safety Services, HR Office



<p>Information Campaign Material Preparation</p> <p><i>Develop clear and concise information materials (posters, digital announcements, flyers) for widespread dissemination.</i></p>	<p>October 1 - October 31, 2025</p>	<p>Public Relations Office, Student Affairs Office, HR Office</p>
<p>Phase 3: Implementation and Initial Monitoring (November 2025 - April 2026)</p>		
<p>Action</p>	<p>Timeline</p>	<p>Responsibility</p>
<p>Public Information Dissemination</p> <p><i>Launch a comprehensive campaign to inform all university stakeholders about the updated policies and procedures.</i></p>	<p>November 1 - November 30, 2025</p>	<p>Public Relations Office, MIS Office, Student Affairs Office, HR Office</p>
<p>Full Implementation of Updated Policies</p> <p><i>Enforce all revised access control policies and procedures across the campus.</i></p>	<p>December 1, 2025 onwards</p>	<p>Security Services Unit, all University personnel</p>
<p>Revised RFID Sticker Application & Issuance</p> <p><i>Implement the updated process for RFID sticker applications, ensuring all requirements are met and fees collected</i></p>	<p>December 1, 2025 onwards</p>	<p>BARGO, VPAF/MIS Office, Cashier's Office</p>
<p>Daily Compliance Checks and Spot Inspections</p> <p><i>Conduct regular checks on ID/uniform wearing, visitor logging, vehicle sticker compliance, and adherence to prohibited items/activities.</i></p>	<p>Daily, ongoing</p>	<p>Security Services Unit</p>
<p>Establish a Dedicated Feedback Channel</p> <p><i>Create easily accessible channels for community members to report issues, provide feedback, and ask questions regarding the new policies.</i></p>	<p>December 1, 2025 onwards</p>	<p>Public Relations Office, VPAF</p>
<p>Phase 4: Performance Evaluation and Refinement (May 2026 - December 2027)</p>		
<p>Action</p>	<p>Timeline</p>	<p>Responsibility</p>
<p>Initial Performance Review and Data Analysis</p> <p><i>Analyze compliance rates, incident reports, feedback, and RFID data to assess the initial impact and effectiveness of the updated policies.</i></p>	<p>May 1 - June 30, 2026</p>	<p>Chief of Security and Safety Services, VPAF, MIS Office</p>



<p>Stakeholder Consultation Sessions</p> <p><i>Organize forums and surveys to gather more in-depth feedback from various stakeholder groups on the impact of the new policies.</i></p>	<p>July 1 - August 31, 2026</p>	<p>VPAF, Student Affairs Office, HR Office, Public Relations Office</p>
<p>Policy Adjustment and Refinement</p> <p><i>Based on performance reviews and stakeholder feedback, make necessary adjustments and refinements to the policies and procedures.</i></p>	<p>September 1 - October 31, 2026</p>	<p>VPAF, Chief of Security and Safety Services, Legal Office</p>
<p>Annual Comprehensive Review and Update</p> <p><i>Conduct a yearly comprehensive review of all access control policies, procedures, and technologies to adapt to evolving security needs, campus demographics, and technological advancements.</i></p>	<p>Annually, starting Q1 2027 onwards</p>	<p>VPAF, Chief of Security and Safety Services, MIS Office, Legal Office</p>
<p>Ongoing Maintenance and System Upgrades</p> <p><i>Ensure continuous maintenance of security infrastructure and plan for periodic system upgrades to maintain optimal performance.</i></p>	<p>Ongoing</p>	<p>MIS Office, General Services Office</p>