

UP DILIMAN INFORMATION OFFICE

Visitors on Campus Policy

The University of the Philippines Diliman has always welcomed visitors to its campus. Access to the campus and the use of its facilities, however, are primarily for students, faculty and staff. Therefore the following policy relative to visitors and campus tours has been adopted.

Campus Tours

1. Foreign or local visitors desiring to view the campus or meet with students, faculty and staff are welcome during regular office hours. (Mondays through Fridays, from 8 a.m. to 5 p.m.)
2. Arrangements for groups who wish to visit the campus on their own initiative and have not been invited by some person or office on campus, are to be handled and approved by the UPD Information Office.
3. Letters of request for group tours should be submitted to the UPD Information Office at least two weeks prior to the proposed visit. Letter of request should be addressed to: **Prof. Jose Carlo G. de Pano, PhD, Director, UP Diliman Information Office**. Please state the purpose of your visit, the number of students and teachers and the mode of transportation to be used for the tour.
4. The University may require as a condition of approval that compensation be provided for the staff and maintenance personnel deemed necessary for the conduct of the tour.

With Tour Guides (2 UPDIO staff)		Without Tour Guides (**)	
1 AUV/ Van	P 1, 500.00	1 AUV/ Van	P 300.00
1 Bus	P 1, 700.00	1 Bus	P 500.00
Additional tour guide is 600			
FOR TRAVEL AGENCIES: + P 2, 000 (Institutional Fee) on top of above stated rates			

** Additional Guidelines for tours without Guides

- a. The group will be required to submit a detailed itinerary of their proposed tour of the campus.
- b. A meeting will have to be arranged between a UPDIO staff and the representative from the tour group at least a week prior to the scheduled visit, to orient guests regarding the areas accessible to visitors, the location of picnic areas and public restrooms, as well as other guidelines for use of university facilities and properties.

- c. A Public Safety and Security Office (PSSO) security personnel may be asked to accompany the group or to check on the group's progress as per the submitted itinerary.
5. A written approval will be issued by the UPDIO to groups being permitted to tour the campus.
6. All visitor vehicles will be inspected and will only be allowed on campus after presentation of the letter of approval issued by the UPDIO.
7. Traffic regulations to provide for the safe and orderly flow of campus traffic are applicable to all vehicles on campus and should be strictly followed.
8. Since the design of the campus does not provide for on-the-street parking, guests should use one of the various parking lots intended for visitors. These include lots at the back of the College of Music, UP Theater, and the side UP Film Center.
9. Authorization shall be given for visit to specific areas only, and visitors access shall be limited to public grounds and the non-academic areas of the university. Visitors to unauthorized areas of the campus may be subject to a trespassing charge.
10. Youth or student groups are required to be adequately supervised by responsible adults provided by the school or organization requesting the tour.
11. Permission to tour the university may be revoked when facilities are misused, or when rules on safety and conduct are violated. Future access to the campus may be denied to groups or organizations that had caused disruption or damage to campus properties.

