



EVENT COORDINATION FORM

The undersigned appeared before the office of the Department of Public Order and Safety (DPOS) for the holding of a public event, community service, humanitarian purposes, and other activities where people are to congregate in public place.

Pursuant to the existing Quarantine Guidelines issued by the City Mayor coordination shall be made at least two (2) days in advance and shall provide the following details on the organizer's crowd control plan.

Name of Event: _____

Organizer/Person Responsible for Event: _____

Contact Number of Person Responsible for Event: _____

Date/Duration of Event: _____

Place of Event: _____

No. of Participants/Beneficiaries: _____

No. of Marshals for Crowd Control (Submit list of marshal): _____

The event organizers should, to the fullest extent feasible, record the names and contact details of all attendees. If the gathering takes place in an events venues such as function room, meeting hall, mall or building, Kyusi/Pass digital contact tracing should be used as far as possible.

The event organizers shall also coordinate with the Barangay Captain having jurisdiction where the event will be held.

The event organizers and person responsible for the event shall be liable for any violation of the health protocols, aside from the liability of the participants themselves.

Signature: _____

Name: _____

Contact No. _____

DEPARTMENT OF PUBLIC ORDER AND SAFETY <hr/> ELMO DG. SAN DIEGO, Ph.D. Police Brigadier General (Ret.) City Government Dept. Head III	Coordination with the Barangay Date: _____ Name of Barangay Captain: _____ Signature: _____
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