



**ID REQUEST & UNDERTAKING  
(For Construction)**

Date: \_\_\_\_\_

I/We, \_\_\_\_\_ the resident/property owner//designated representative (please underline) at \_\_\_\_\_ Dasmariñas Village would like to request for DVA identifications for the following named individuals (Total No.) \_\_\_\_\_ who are presently employed to engage in various work indicated opposite their names.

I/We also understand and fully acknowledged the following in connection with the issuance of DVA identification.

1. Any DVA identification is the property of the Association and the ID issued is only an indication of the privilege to the workers for purposes of identification and access to the Village.
2. The Association has the sole discretion and authority to issue, deny and revoke or cancel any DVA identification and the Association officers and uniformed village security personnel can confiscate and require the presentation of the DVA issued ID anytime for any valid cause. The Association may impose penalties or fines against the employers and their employees (regular or contracted) for any violations relative to the issuance and use of any DVA issued identification.
3. Responsibility lies on the employer in recovering the DVA ID from any employee whose employment has been terminated and to immediately inform the Association in writing of such for the purpose of the immediate cancellation of any ID. The employer should return to the Association all recovered identifications. The completion of the project shall be a valid reason for DVA to revoke issued IDs which were not surrendered.
4. The employer is responsible for briefing his/her employees in the proper use of the DVA identification and advise everyone against procuring forged or faked IDs, tampering with the IDs and allowing co-employees, relatives and un-registered workers from using the IDs other than by the person to which the ID was issued.
5. DVA Id must be wear all times inside the village.
6. The employer should readily and voluntarily declare and register any additional employees whether regular, organic or contracted. Additional workers shall be covered by another request:

	<b>Name of Workers</b>	<b>Nature of Work</b>	<b>TYPE OF ID</b>
1.	_____	_____	R T
2.	_____	_____	R T
3.	_____	_____	R T
4.	_____	_____	R T
5.	_____	_____	R T
6.	_____	_____	R T
7.	_____	_____	R T
8.	_____	_____	R T
9.	_____	_____	R T
10.	_____	_____	R T

**Note:** Additional names can be written at the back portion. Requirement for regular ID- Original NBI Clearance. The temporary ID can be extended if workers involved will be rendering work for less than 1 month. Another written request will have to be submitted re designated stay- in workers who will undergo briefing at the security office. Contractors shall designate signatory for all requests for IDs for regular and sub contracted workers unless the latter is directly employed by resident as such resident shall sign the request.

R- Regular      T- Temporary (please encircle)

Noted by: \_\_\_\_\_  
DVA Building Officer  
PTW No.: \_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed Name of  
Resident/Property Owner  
Representative/Contractor

Cc: DVA Security Office/ File