



Republic of the Philippines
QUEZON CITY GOVERNMENT
DEPARTMENT OF PUBLIC ORDER & SAFETY
 DPOS Building, City Hall Complex, Kalayaan Avenue, Diliman, Quezon
 City ☎8924-18-51



EVENT COORDINATION FORM

Pursuant to the Quezon City Guidelines on Notifiable Diseases, Epidemics, and Health Events of Public Health Concern, the undersigned appeared before the office of the Department of Public Order and Safety (DPOS) to coordinate the holding of a public event, community service or humanitarian purposes, and other activities where people are to congregate in public place, as follows:

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 marshals): _____

The coordination shall be made at least two (2) days in advance and provide details of crowd control plans. The event organizer shall, to the fullest extent feasible, record the names and contact details of all attendees especially if the gathering will take place in enclosed event venues such as function room, meeting hall, mall or building, for purposes of contact tracing to contain further spread of communicable diseases.

The event organizers and person/s responsible for the event shall be liable for any violations of the health protocols and other laws and ordinances, aside from the liability of the participants themselves.

If the event will have a motorcade, approval from the Traffic and Transport Management Department (TTMD) is necessary. If unmanned aerial vehicles (UAV) or drones will be used during the event, a separate permit from the DPOS is required.

Signature: _____

Name: _____

Contact No.: _____

Date: _____

APPROVED

DISAPPROVED

DEPARTMENT OF PUBLIC ORDER AND SAFETY <hr/> <p align="center"> ELMO D.G. SAN DIEGO, PhD Police Brigadier General (Ret) City Government Dept Head III </p>	COORDINATION WITH THE BARANGAY Date: _____ <hr/> <p align="center"> Name of Barangay Captain and Signature </p>
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