



**Xavier University**  
ATENEO DE CAGAYAN

**SECURITY, SAFETY AND INFORMATION OFFICE**

SSIO Form no. 2015 - 02

(Accomplish 2 copies)

**G.U.A.R.D. Form**

**(Guard Augmentation Request Deployment)**

No. of Guards Requested: \_\_\_\_\_

Location of Deployment: \_\_\_\_\_

Activity: \_\_\_\_\_

**Duration:**

Start (Date & time) \_\_\_\_\_

End (Date & time): \_\_\_\_\_

**Attire: (please check)**

Uniformed: \_\_\_\_\_

Non – uniformed: \_\_\_\_\_

**Special instructions:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Requested by:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

**Received by:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Signature: \_\_\_\_\_



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