



# Archaeological Studies Program

Lakandula St corner Emilio Jacinto St.  
University of the Philippines, Diliman  
Quezon City, Philippines 1101



---

**Memorandum No. ASP GBT 2018-11**

13 September 2018

To: UP-ASP Students

From: Grace Barretto-Tesoro, Ph.D.  
OIC Director

Subject: Overnight permits

---

If the student is working in any of the Laboratories or Workstations, his or her overnight permit should be signed by the Laboratory/Workstation Head. This is for accountability and security reasons. If the Laboratory/Workstation Head is out of the office, then the Director or Deputy will sign the permit. *Students are reminded to have their permits signed early in the day or in advance.*

The Director or Deputy Director will sign the permit/s for students who will work in other areas of ASP.

The Guard on Duty should be furnished with a copy of the signed permit.

For strict implementation beginning 1 October 2018.