

**ICAS****IMMACULATE CONCEPTION ARCHDIOCESAN SCHOOL**

Fr. Barua St., Tetuan, Zamboanga City, 7000

☎ 993-2575, 975-6408, 991-2774, 992 0270

## Surveillance Camera Playback Request Form

Under the RA 10173 Data Privacy Act 2012, ICAS Tetuan is obligated to obtain complete details concerning the requestor and the reason for the request for a surveillance camera playback. To facilitate your request for the playback of the 4-W, we kindly request that you provide the following details: Who, When, Where, and What. Please fill in the details below promptly and thoroughly.

Requestor Information	
Name	
Contact Number	
Date of Request	
Purpose of the Request	
Description	
Who (Person in check Description)	
When (Date & Time of the Incident)	
Where (Location of the Incident)	
What (Item in check Description)	

**Surveillance Footage Request:**

- Specific Footage Requested (if known): \_\_\_\_\_
- Purpose of Request: \_\_\_\_\_

**Requestor's Information:****Full Name & Signature of the Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Noted by:** \_\_\_\_\_  
**Mary Gacrama**  
*Head of Human Resources***Assessed by:** \_\_\_\_\_  
**Engr. Arturo V. Umayam**  
*Head of Security***Approved by:** \_\_\_\_\_  
**Msgr. Maximo A. Campo, S. Th. D.**  
*School Director*

Please return this form to the administrator for approval.

**IT Note:**

Camera Channel: \_\_\_\_\_

Footage Duration: \_\_\_\_\_

Status: ☐ Complete ☐ Unavailable\_\_\_\_\_  
**Tirom John Cuenca**  
*Head of MIS/IT Department*