

FAQs on CAE (Certificate of Authorized Entry) Application

We put together the most frequently asked questions (FAQs) about CAE application. Please note that we modified some guidelines (**Institute of Biology COVID-19 Interim Guidelines for the Period July 13-September 6, 2020**) to improve the application process.

For submissions of CAE applications starting **August 19, 2020**, please refer to this document.

-IB Biosafety Committee

1. Who can apply for CAE?

Those who will perform Essential and Priority Work can apply for CAE. The *UPD Diliman Post-ECQ Recommendations [Section-A]* document provides the following definitions:

“Essential Work” – tasks that are absolutely necessary and indispensable for the basic functioning of IB, such as appointment/salary processing, campus and building safety and security, communication lines, among others

“Priority Work”- tasks that also require major attention to accomplish the targets of IB, such as research (i.e., crucial and indispensable research work) involving laboratory personnel and graduate students, academic content development, teaching (contingent on National and University directives regarding resumption of classes), activities required for the clearance of graduating students (graduate and undergraduate) as deemed necessary by the Adviser; service maintenance, among others

2. When is the deadline for submission of CAE application?

The Biosafety Committee’s deliberation is every Wednesday, thus, applications must be forwarded **on or before Tuesday of the week**. If you are applying for CAE, dates that fall on the week of deliberation will not be approved.

For example:

Date of Biosafety Committee deliberation: August 26, 2020 (Wednesday)

Deadline of CAE application: August 25, 2020 (Tuesday)

Start date of work for approval of CAE application: August 31, 2020 (Monday)

3. What are the requirements for CAE application?

The following must be submitted:

- a. Accomplished **CAE Application Form** in pdf (see attached form below);
- b. For personnel, any proof of employment such as copy of contract of service for non-UP personnel; UP regular employees need not submit proof of employment;
- c. For students, latest Form 5 or endorsement from research adviser; if not taking courses, a student applying for CAE must be on residency;
- d. Proof of health insurance coverage, for example, PhilHealth ID; UP regular employees need not submit proof of health insurance coverage; and
- e. Any additional proof of medical support.

-this may be an add-on health insurance coverage; UP regular employees need not submit additional proof of medical support since they are covered by eHOPE

- if there is no add-on health insurance coverage, please accomplish the section on **Statement of Support from the Supervisor** in the **CAE Application Form**

4. What is the procedure for CAE application?

Application Procedure for Certificate of Authorized Entry (CAE)

STEP 1: Apply for CAE

Accomplish the application form through this link

https://docs.google.com/forms/d/e/1FAIpQLSe4qsNENOCvS4POeZOuSH-MvJU84edVF4EWTxynCFKd_ivb7A/viewform

*Make sure to also **accomplish the Health Risk Assessment Survey within three days** prior to the scheduled deliberation of the Biosafety Committee (every Wednesday) through this link:*

<https://docs.google.com/forms/d/e/1FAIpQLSd-bHxRcNRO9Q8CyyNPXI5GbCKrT3q9KfV-tjvlp0k7KNHmxw/viewform>

The Health Risk Assessment has a validity of 3 days so applications that are postponed or renewed will have to get an assessment again. Applications without health risk assessment will not be processed.

STEP 2: Wait for notice of approval of application via email

Upon notification, submit any lacking or additional requirement (as may be required) to IB administration office through this link:

<https://docs.google.com/forms/d/e/1FAIpQLScnL-PV-wzqb6e8TSyuuXPvflhPgsvp8zTNTk0kRnijSGFgew/viewform>

If there are no additional requirements, proceed to Step 3.

STEP 3: Accomplish the **IB CAE Badge** through this link:

<https://drive.google.com/file/d/1fF-wmOSe3mKwdOQ3yF56rWKK5Uvqlr9/view>

and submit for IB Director's signature through this link:

<https://docs.google.com/forms/d/e/1FAIpQLSeimalQVKCdFz1N13E6FzypcxmmfAMoHAIXZFmTMveyu3Pe3g/viewform>

STEP 4: Wait for the issuance of CAE (electronic) by the IB administration office via email

All these links can be accessed through

<https://sites.google.com/up.edu.ph/iblinkstracker/home>

5. Can CAE be revoked?

CAE can be revoked if the authorized personnel or student failed to accomplish the daily health tracker which may be

1. submitted electronically to the Supervisor: please fill out the IB COVID-19 Daily Safety Checklist (see Appendix C of the Institute of Biology COVID-19 Interim Guidelines); **or**

2. accomplished online through this link:

https://docs.google.com/forms/d/e/1FAIpQLSfA7JAUBbG_jqVLHkBynoxLOuzZnodPNYKVGkm5-i9cQQRUbQ/viewform

University of the Philippines Diliman
College of Science
Institute of Biology

CAE APPLICATION FORM

Name of Applicant: _____ Designation: _____

Unit/Department/Laboratory: _____

A. Nature of work and justification

B. Tasks and Work Schedule:

Date	Working Hours	Tasks	Location of Tasks (e.g., room or office)

C. Scheme for preventing disease or pathogen transmission in workstation (explanation of measures for physical distancing, etc.):

Name and Signature of Supervisor*

Date Signed

**not required for UP Regular employees except if applying as a research advisee*

Agreement

Upon approval of my application for Certificate of Authorized Entry (CAE), I agree to strictly follow the Post ECQ Guidelines on safe personal and work practices such as wearing of face masks, hand washing, surface disinfection, physical distancing, submission of daily health tracker, and other applicable health measures to help prevent, contain, and mitigate the transmission of COVID-19 while working within the premises of the Institute of Biology, College of Science, University of the Philippines, Diliman. Having voluntarily applied for CAE, I, for myself, my heirs, next of kin, and personal representatives, do hereby release and forever discharge the Biosafety Committee, Institute of Biology, College of Science, and the University of the Philippines and any of its representatives, from any and all actions, claims, and demands for damages, loss, and injury howsoever arising from which now or may hereafter be sustained by me in case of contracting COVID-19, and in connection with my access to IB premises. I acknowledge that this Agreement is signed freely, voluntarily and under no compulsion.

Name and Signature of Applicant

Date Signed

Statement of Support from the Supervisor

This is to certify that I will facilitate finding financial/medical support should the applicant contract COVID-19.

Name and Signature of Supervisor

Date Signed