Republic of the Philippines
PROVINCE OF BENGUET
MUNICIPALITY OF LA TRINIDAD
MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
2nd Floor MDRRMC Building, Km.5 Central Pico, La Trinidad, Benguet, 2601
Telephone Number: (074) 665-3856   Cellphone Numbers: 0930-316-1388 or 0939-350-6636
E-mail Address: mdrrmofficedelatrinidad@gmail.com   Website: www.latrinidad.gov.ph

Communication, Information and Surveillance Command Center (CISCC)
CCTV ACCESS REQUEST FORM

1. Details of Individual Making Request

Date

						2	0	2	5
Month			Day			Year			

Name:

Organization/Department: ☐ LTMPS   ☐ LTMPS-Traffic Management Section
☐ Civilian Client   ☐ Others: _____

If Civilian client, kindly indicate address.

Contact No. | | | | | | | | | | |

2. Kindly check the purpose of the CCTV Footage

3.a. _____ Investigation
3.b. _____ Reference
3.c. _____ Research/Study, kindly specify, _____
3.d. _____ Others, kindly specify, _____

3. Details of Incident

Type of Incident	Date of Incident	
Location of Incident	**Start Time**	**End Time**

Kindly provide the estimated time nearest to the target time of incident to be reviewed.

_____
Name and Signature
Representative\Requesting Party

TO BE FILLED-UP BY AUTHORIZED PERSONNEL ON DUTY

4. Request Letter

With Request Letter? ☐ No. If no, kindly attach scanned ID of Client
☐ Yes. If yes, kindly attach copy of letter.

5. CCTV Details

Record Availability	Camera Name/Location		Copied	Remarks
Record Available				
	Camera	**Reason for camera unavailability**		
Record Unavailable		☐ Offline ☐ No Record ☐ Obstructed CCTV ☐ System Malfunction		

Reference Number

2	0	2	5	-				-			
	Year					Month				Number	

_____
Name and Signature
Authorized Personnel on Duty