

5. Village Security / Maintenance Personnel

The Village Security personnel as well as all the maintenance (technical & grounds) personnel shall be issued the Village ID but must also display their respective agencies ID.

6. Domestic Helpers

Domestic Helpers are required to have two identification cards:

- Village ID which will allow entry into the village and serves as employment Identification.
- Application Requirements:
  - Completed Application Form
  - Copy of Residence Certificate issued by the Barangay
  - Copy of NBI Clearance/ Police Clearance
  - If a Driver, copy of Driver's License
  - Personal appearance at the Admin Office for the official photo
- Rules & Regulations:
  - The Employee Identification Cards (both Village ID and Domestic Pass) shall only be valid if authorized by the Owner of the property or the authorized tenant.
  - The Identification Card shall be noted by the Property Manager first prior to issuing the card.
  - Curfew for household employees is between 10pm to 5am
  - When leaving the village and entering the premises, they are subject to inspection by security personnel at the village gate
  - The ID card shall be renewable yearly.
  - The ID card shall be returned to the administration upon termination of contract /service/ employment.
- Registration Fee: P 250.00

7. Construction Workers

The contractor of each construction site shall be responsible for acquiring the ID cards from the Admin Office prior to construction in the Village. Validity is only up to 1 year or upon termination of contract/ completion of project, whichever comes first.

- Application Requirements:
  - Completed Application Form/Biodata
  - Copy of Original NBI Clearance
  - Personal appearance at the Security Office for the official photo
- Rules & Regulations:
  - The Employee Identification Card shall only be valid if authorized by the Owner of the property or the authorized tenant.
  - The Identification Card shall be noted by the Association Admin Office first prior to issuing the card.
  - No construction workers are allowed inside the village on Sundays and between 6pm to 8am from Monday to Saturday.
  - When leaving the village and entering the premises, they are subject to inspection.
  - The ID card shall be returned to the administration upon termination of contract or completion of project. Failure to surrender the ID shall be imposed a penalty of P1,000.00 against the contractor.

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