

SECURING PERMITS OF STUDENT ACTIVITIES

Schedule of Availability of Service: 8:00 AM – 5:00 PM, Monday to Friday (two weeks before the activity)

Clients/ Customers: Student Organizations

Requirements: Letter of Request

Processing Time: 5 minutes (In-Campus Activity), 10 minutes (Off-Campus Activity), 15minutes (Tours and Field Trips)

STEP	CUSTOMER /APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	a. For In-Campus activity, submits letter of request to conduct the activity duly signed by the Student Org. President, noted by the Adviser and recommended by the Dean two weeks before the activity.	Signs permit to conduct activity after favorable assessment result	5 minutes	None	SO President, Adviser, College Dean, OSS Director	Project/ Program Proposal, Action Plan
	b. For Off-Campus activity, submits letter of request to conduct the activity duly signed by the Student Org. President, noted by the Adviser, and recommended by the Dean and OSS Director	Signs permit to conduct activity after favorable assessment result	10 minutes	None	SO President, Adviser, College Dean, OSS Director,	Project/ Program Proposal, Action Plan
	c. For tours and field trips, submits documents prescribed at CMO # 17 signed by Adviser, and recommended by the College Dean	Further recommends approval of the permit to the VPAA.	15 minutes	None	SO Pres. , Adviser, College Dean, OSS Director and VPAA	Matrix of requirements provided in CMO # 17
END OF TRANSACTION						