



Control no: DSA FORM

ACTIVITY FORM (APPLICATION TO HOLD ACTIVITIES)

Pre- Activity requirements: (Please attach with the DSA Form A)

Activity Design () Approved Resolution () CHED Memo () Entry & Exit Pass () Invitation Letter () Event Guidelines () List of Guests/ Vehicle Information () Memorandum () Parents/ Guardians' Consent () Plan of Activities () Program of Event () Physical Layout ()

STEP 1. READ FIRST BEFORE FILLING UP THE FORM

- 1. Activity form must be filed at least TWO WEEKS BEFORE THE ACTIVITY.
2. The time limit for in-campus activity is 8:30 p.m., including egress.
3. Pre-activity requirements to be checked by the OSAS within two days of submission.
4. Faculty/ Staff and officers in charge must exercise due diligence in the conduct of the activity.
5. No off-campus activities will be allowed one (1) week before, during, and after the final examination except for externally organized activities subject to the recommendations of the DSA.

STEP 2. FILL UP ACTIVITY DETAILS

Form fields for activity details including Date of Application, Name of Organizer/ Class, Name of Activity, Type of Activity, Date of Activity, Time, Venue, and Objectives.

Requested by:

Noted by:

Name/ Position

Dean (for HEd) Principal (for BEd)

STEP 3. ASK APPROVAL FOR THE CONDUCT OF ACTIVITY

Recommending Approval:

Dianne Therese Marie C. Bahala, MM-HRM
Dean of Student Affairs and Services
Date

Charlyn S. Janog, PhD Crim
OIC- Vice President for Academic Affairs
Date

Reggie D. Punongbayan
Acting VP for Administration
Date

Approved:

Peter Dan P. Punongbayan, MM
School President
Date

OSAS Remarks:

STEP 4. INFORM IN- CHARGE FOR THE USE OF FACILITIES/ SECURITY

SCHOOL FACILITIES/ EQUIPMENT TO BE USED

Table with 5 columns: Please check, FACILITY, IN-CHARGE, SIGNATURE, REMARKS. Lists facilities like Audio- Visual Room, Stage, Covered Court, Computer Laboratory, etc.

Chair ___ pcs Table ___ pcs Microphone ___ pcs LCD Projector ___ pcs White Screen ___ pcs Lights/ Sounds ___ pcs

STEP 5. COPIES OF THE APPROVED ACTIVITY FORM SHALL BE FURNISHED TO (1) OSAS, (1) PPD (1) SECURITY (1) VP ADMIN (1) ELECTRICAL (1) SAFETY THREE DAYS BEFORE THE ACTIVITY. CONFIRMATION ON RESERVATIONS FOR USE OF THE SCHOOL FACILITY WILL BE BASED ON A RECEIVED COPY.

Post- Activity requirements:

Activity Report () Evaluation of the Activity () Liquidation Report () Minutes of Meeting () Pictures of the Activity () Contest results () Others: Due Date: Status:

DSAFORM A 030524 DTMCB Revision No.19

Please use an extra sheet if necessary