



Control no: DSA FORM A

ACTIVITY FORM (APPLICATION TO HOLD ACTIVITIES)

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

Activity Design () Approved Resolution () CHED Memo () Committee w/ contact no. () 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.
6. CLAYGO, clean as you go after the activity.

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. REVIEW REQUIREMENTS AND RECOMMEND APPROVAL FOR ACTIVITY COMPLIANCE

Recommending Approval:

Dianne Therese Marie C. Bahala, MM-HRM

Dean of Student Affairs and Services Date

OSAS REMARKS

STEP 4. SECURE ACKNOWLEDGEMENT FROM FACILITIES, SECURITY, AND SAFETY IN CHARGE

Table with columns: FACILITY/ EQUIPMENT, IN-CHARGE, SIGNATURE, REMARKS. Lists various school facilities and their respective in-charge personnel.

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

STEP 5. FINAL APPROVAL

Recommending Approval:

Approved:

Rebecca M. Alcuizar, PhD
Vice President for Academic Affairs
Date

Reggie D. Punongbayan
Acting VP for Administration
Date

Peter Dan P. Punongbayan, MM
School President
Date

STEP 6. 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 OF 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 090224 DTMCB Revision No.21

NOTE: All activities should be processed by faculty members, except for those initiated by recognized student organizations.