

STUDENT SERVICES AND DEVELOPMENT OFFICE

**Checklist of Requirements for Off-Campus Activity**

Department/ Unit:

Requirements: (check if accomplished)

 Emergency Preparedness Plan

 Duly notarized Parent’s Waiver/ Consent

 Duly Notarized Students’ Waiver

 Approved Communication from the Office of the President/Activity Design

 Authority to travel

 Itinerary of Travel

 Medical Certificate duly signed by the School’s Physician

 First Aid Training Certificate of the Accompanying personnel/ instructor

 Duly Approved Vehicle Reservation Form (GSO)

Additional Requirements: (if vehicles are hired from the private entities)

 Certificate of Roadworthiness from the owner

 Certification from LTO

 Photocopy of Updated Driver’s License

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