**STUDENT SERVICES AND DEVELOPMENT OFFICE**

**ACTIVITY PERMIT**

 (Prepare in 5 copies)

ACTIVITY INFORMATION Date:

|  |
| --- |
| Name of Department/Unit/Organization/Agency: |
| Date and Time of Activity: | Number of Participants: |
| Purpose/Nature of Activity: |
| Place / Venue of activity : |
| Borrowed School Properties if any: |

**Conditions *(If any activity will be conducted/used/borrowed properties of the school)*:**

1. The requesting department/unit/organization/ agency shall be held liable for any damage or loss of the college facilities/equipment used/borrowed.
2. The facilities/equipment used/borrowed shall be returned in good condition.
3. The sponsoring department/unit should clean and fix the venue of the program before leaving.
4. Any member/officer of the sponsoring department/unit/organization/ agency who borrowed personal properties of other people shall be held responsible for loss or damage of the said property unless the department/unit agrees to be jointly responsible.
5. The GSO, Security Guard, Barangay Office and Police Station should have a copy of the approved activity permit if the activity duration is beyond curfew hours (9:00 P.M.). If not, only the GSO and Security Guard shall be furnished with one copy each.
6. **For activities conducted outside the school**, the concerned student shall seek a **waiver** duly signed by their parents/ guardian and **medical certificate** **before conducting the activity**.
7. **For organizations,** submit activity report of the conducted activity at the Student Services and Development Office (SSDO). Failure to submit such shall cause the non-issuance of a permit for another activity. **(NO ACTIVITY REPORT, NO ACTIVITY PERMIT)**
8. **FILLED OUT ACTIVITY EVALUATION FORMS SHALL BE SUBMITTED TO THE EVENTS MANAGEMENT OFFICE 1-2 DAYS AFTER THE ACTIVITY.**

Requested by:

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*Name and Signature of Requesting Unit Name and Signature of Unit Head*

Noted:

 **CAROLYNE DALE A. CASTAÑEDA**

 *Events Management Coordinator*

Endorsed:

 **REYNALDO A. FELIX JONI L. PAGANDIYAN**

*Director, General Services Office* *Dean, Student Services & Development Office*

Approved:

**CHRISTIE LYNNE C. CODOD**

*Executive Dean, Bontoc Campus*

***REMARKS:***

***(Note: Adviser should be present in every activity of the Organization)***

***Copy Furnished:*** *File*

*Student Services and Development Office*

 *General Services Office (for use of facilities)*

*Security Division*

 *Office of the Executive Dean*

 *Office of the Sports/ Physical Education Unit (for use of auditorium during school hours)*

 *Office of the Production Unit (For IGPs like rent of auditorium, AVR and others)*