STUDENT ACTIVITY REQUEST FORM

OSA Form 01

DR. CONSORCIO S. NAMOCO, JR
Vice Chancellor, Academic and Student Affairs
This University

This form MUST be received in OSA at the latest **5 days before the scheduled event**.

I. NATURE OF ACTIVITY/EVENT

Date of Activity Application					
Name of the Organization					
Name of the Representative					
Title of Event					
Type of Event (Symposium, Seminar-Workshop, Conference, Training, Concert, Assembly etc.)					
General Objective					
Specific Objectives	1.				
	2.				
	3.				
Date of Event		Hours Duration		Start	
				End	
# of Participants		Venue of Event		Amount Allocated	
Source of Funds					

II) RECOMMENDATION: [ ] *For approval* [ ] *For Disapproval*

Reason/s for Disapproval:

Name of **Organization's Moderator** Signature-Over-Printed Name — Date

III) RECOMMENDATION: [ ] *For approval* [ ] *For Disapproval*

Reason/s for Disapproval:

Name of **Facilities/Venue-In-Charge** Signature-Over-Printed Name — Date

[ ] AVR ITB [ ] AVR ICT [ ] AVR Engg Complex [ ] Gymnasium [ ] Others (Pls specify) _____

IV) RECOMMENDATION: [ ] *For approval* [ ] *For Disapproval*

Reason/s for Disapproval:

Name of **Department Chairman** Signature-Over-Printed Name — Date

V) RECOMMENDATION: [ ] *For approval* [ ] *For Disapproval*

Reason/s for Disapproval:

Name of **College Dean** Signature-Over-Printed Name — Date

VI) RECOMMENDATION: [ ] *For approval* [ ] *For Disapproval*

Reason/s for Disapproval:

Mr. JERWIN S. BORRES Head, Student Welfare Support Services — Date

VI) RECOMMENDATION: [ ] *For approval* [ ] *For Disapproval*

Reason/s for Disapproval:

DR. AMPARO V. DINAGSAO Director, Student Affairs — Date

VII) APPROVED: [ ] *For approval* [ ] *For Disapproval*

Reason/s for Disapproval:

DR. CONSORCIO S. NAMOCO JR Vice Chancellor for Academics and Student Affairs — Date

PROVISIONS ON THE CONDUCT OF ANY STUDENT ACTIVITY

1. **FILING OF ACTIVITY REQUEST**. 7 days before the activity proper. Attach the following documents: a. Approved AWFP b. Detailed Programme c. Parent Consent and Student Waiver *if it is an out-campus activity*
2. **MORATORIUM**: One week prior to preliminary, mid-term and pre-final; and two weeks before final examinations, all student organizations activities shall be suspended.
3. **LIQUIDATION/ACCOMPLISHMENT DEADLINE**. Organizations should submit one (1) copy of documentation report (Liquidation and Accomplishment Reports) not later than one (1) week or 7 days after the activity was conducted. Non-submission would mean non-approval or non-accreditation of the next activity.
4. **OFFICIAL RECEIPT**: All expenses incurred by the student organization should have corresponding *Official Receipts*. Job orders, cash vouchers, order receipts and delivery receipts are **NOT** accepted.
5. **HONORARIA AND DONATION**: An Acknowledgment Receipt Form from SAWO will be used for honoraria and donations, duly signed by the Recipient/Beneficiary, disbursing officer or Treasurer, President and Moderator.

   - Provision on the Honoraria is subject to *Budget Circular No. 2007-1 Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators*) Attachment of Curriculum Vitae (CV) of the invited guest. Such honoraria is subject to the following rate: a. Php 250.00 per hour – with Doctorate Degree, President of a Company, Manager of a Company, Director of a Division, CEO, CESO Officer; b. Php 150 per hour – with Masters Degree, Teacher, Faculty, Trainer (with or without experience); c. Faculty, Personnel or Part-time Instructor of the University – *based on the University rate* of the faculty or personnel (record can be accessed thru (HRMO)

6. **ACCOMMODATION**: Accommodation of the student is subject to the Policy of the University. Official Receipt is required. 1) Php 200.00 rate per student (daily) 2). Php 400.00 rate per faculty and personnel (daily)
7. **RENTAL OF THE VENUE AND ENTRANCE FEE**: The rental of the venue and entrance fee will NOT be paid by the organization. The Organization is required to look for a FREE venue.
8. **TRANSPORTATION**: A Transportation Expense Report (TER) Form from SAWO will be used for transportation. More than Php 150.00, TER form will be used by the officer-in-charge.
9. **MEAL AND SNACKS**. Meal will comprise breakfast, lunch and dinner while snacks include AM and PM snacks. 1). Php50.00 per meal 2).Php25.00 per snack
10. **POSTING/DISPLAY OF ANNOUNCEMENT AND NOTICES**. All materials (flyers/posters/tarpaulin/streamers) are allowed for posting/hanging in designated areas within the university campus provided that it is duly approved and signed by the Student Affairs and Welfare Office.
11. **STRICT IMPLEMENTATION OF CENTRALIZED MEMBERSHIP COLLECTION SYSTEM (CEMCOS) OF STUDENT ORGANIZATIONAL FEES**. All University-Based Student Organizations are NOT allowed to collect independently any amount from the students for affiliation.
12. **ACQUAINTANCE PARTY, OUTING, GRADUATION BALL, VICTORY PARTY, FELLOWSHIP.** Such activities will NOT be paid by the organization and should NOT be reflected in the AWFP.
13. **VERIFICATION OF FINANCIAL REPORTS.** Always attach Approved Student Activity Request Form for verification purpose (includes purchase of supplies & materials and services) in submission of financial reports. Absence of Approved SARF would mean non-approval of financial reports.