

Control no: DSA FORM A

ACTIVITY FORM (APPLICATION TO HOLD ACTIVITIES)

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

Approved Resolution () Invitation Letter () Plan of Activities ()
CHED Memo () Memorandum () Program of Event ()
Event Guidelines () Parents/ Guardians' Consent Form () Others:

STEP 1. READ FIRST BEFORE FILLING UP THE FORM

1. Activity form must be filed at least ONE WEEK BEFORE THE ACTIVITY.
2. Time limit for in-campus activity is 8:30 pm, including egress.
3. Pre- activity requirements to be checked by the DSA.
4. Faculty/ Staff, and officers in-charged 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 final examination except for externally organized activities subject to the recommendations of the DSA.

STEP 2. FILL UP ACTIVITY DETAILS

Date of Application:	Name of Organizer/ Class:		
Name of Activity:			
Nature of Activity: Please Check () Co-curricular () Extra- Curricular			
Type of Activity: Please Check			
Academic/ Department Contest ()	Conference/ Convention ()	Off campus activity ()	Seminar/ Workshop ()
Awareness/ Campaign ()	General Assembly ()	Orientation ()	Training ()
Community Engagement ()	Institutional involvement ()	Recreation ()	Others:
Competition off-campus ()	Meeting ()	Recruitment/ Audition ()	
Date of Activity :	Time:	Venue:	
Objectives:			

Signature over printed name

Requested by:

Noted by:

Name/ Position

Dean (for HEd) Principal (for BEd)

STEP 3. ASK APPROVAL FOR THE USE OF FACILITIES

SCHOOL FACILITIES/ EQUIPMENT TO BE USED

Please check	FACILITY	APPROVING IN-CHARGED	SIGNATURE	REMARKS
	Audio- Visual Room	Dante Deiparine		
	Stage			
	Quadrangle			
	Covered Court			
	ICT Room	Concerned Instructor		
	Computer laboratory	Patrick Gamboa		
		Jerome Arcenas		
	Sound System	Dante Deiparine		
	Others			
Chair ___ pcs	Table ___ pcs	Microphone ___ pcs	LCD Projector ___ pcs	
White Screen ___ pcs	Lights/ Sounds ___ pcs	Others: _____		

STEP 4. ASK APPROVAL FOR THE CONDUCT OF ACTIVITY

Recommending Approval:

Dianne Therese Marie C. Bahala
Dean of Student Affairs and Services

Carmelita P. Punongbayan, MA
Vice President for Academic Affairs

Approved by:

Danilo G. Punongbayan
School President

DSA Remarks:

STEP 5. COPIES OF APPROVED ACTIVITY FORM SHALL BE FURNISHED TO OFFICES CONCERNED THREE (3) DAYS BEFORE THE ACTIVITY. CONFIRMATION ON RESERVATIONS FOR USE OF SCHOOL FACILITY WILL BE BASED ON RECEIVED COPY OF DSA FORM A.

Post- Activity requirements:

Activity Report () Minutes of Meeting () Others: Due Date:
Pictures of the Activity () Liquidation Report () Status:
Evaluation of the Activity () Contest results () DSAFORM A 08092022DEE Revision No.12