



Control no: DSA FORM B-

APPLICATION TO HOLD FIELD TRIP/ EDUCATIONAL TOUR

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

- | | | |
|--|--|----------------------|
| Approved Schedule of Fees () | Invitation Letter () | Itinerary () |
| Breakdown of fund sources () | Medical Clearance () | Program of Event () |
| Course Syllabus () | Notarized Parents'/ Guardians' Consent () | Others: |
| Designation of over-all Personnel in-charged () | | |
| Driver's License () | | |
| First Aid Certificate () | | |

STEP 1. READ FIRST BEFORE FILLING UP THE FORM

1. Activity form must be filed at THIRTY (30) DAYS BEFORE THE ACTIVITY.
2. Refer CMO 63. S. 2017 and Faculty Manual.
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

Part I. Activity Information

Date of Application:		Name of Organizer/ Class:	
Name of Activity			
Departure Date	Arrival Date		
Departure Time	Arrival Time		
Place of Activity			

Part II. Responsible Office/ Person

Faculty/ Staff In-charge	
Contact Number/s	

Part III. Financial Information/ Agency Information

Cost per student	Name of Agency	
Contact Person/ Number of Agency		

Requested by:

Noted by:

Signature Above Printed Name/ Position

Dean (for HEd) Principal (for BEd)

STEP 3. ASK APPROVAL FOR THE CONDUCT OF ACTIVITY

Recommending Approval:

Dianne Therese Marie S. Clemente
Dean of Student Affairs

Peter Dan P. Punongbayan, MM
EO- Administration

Emma B. Magracia, Ph. D.
EO- Academic Affairs

Approved by:

Danilo G. Punongbayan
School President

STEP 4. COPIES OF APPROVED ACTIVITY FORM SHALL BE FURNISHED TO OFFICES CONCERNED

Post- Activity requirements:

Activity Report ()	Minutes of Meeting ()	Others:	Due Date:
Pictures of the Activity ()	Liquidation Report ()		Status:
Evaluation of the Activity ()	Contest results ()		

DSA Remarks:

1
2
3
4
5
6