



Control no: DSA FORM

**ACTIVITY FORM (APPLICATION TO HOLD ACTIVITIES)**

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

Activity Design ( ) Approved Resolution ( ) Invitation Letter ( ) Plan of Activities ( ) Event Guidelines ( ) Program of Event ( ) Parents'/ Guardians' Consent CHED Memo ( ) Memorandum ( ) Physical Lay-out ( )

**STEP 1. READ FIRST BEFORE FILLING UP THE FORM**

1. Activity form must be filed at least **ONE WEEK BEFORE THE ACTIVITY**.
2. **The time limit for in-campus activity is 8:30 p.m.**, including egress.
3. Pre-activity requirements to be checked by the OSAS within two days of submission.
4. Faculty/ Staff and officers in charge 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 the 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:			
Type of Activity (Please Check):      ( ) Curricular    ( ) Co-curricular    ( ) Extra-Curricular			
Date of Activity :		Time:	Venue:
Objectives:			

Requested by:

Noted by:

Name/ Position

Dean (for HEd)    Principal (for BEd)

**STEP 3. ASK APPROVAL FOR THE CONDUCT OF ACTIVITY**

**Recommending Approval:**

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

**Charlyn S. Janog, PhD Crim**  
OIC- Vice President for Academic Affairs

**Reggie D. Punongbayan**  
Acting VP for Administration

Approved:

**Peter Dan P. Punongbayan, MM**  
School President

**OSAS Remarks:**

**STEP 4. INFORM IN- CHARGE FOR THE USE OF FACILITIES**

**SCHOOL FACILITIES/ EQUIPMENT TO BE USED**

Please check	FACILITY	IN-CHARGE	SIGNATURE	REMARKS
	Audio- Visual Room 1 (COE)	Melvin Alum		
	Audio- Visual Room 2 (COC)			
	Stage/ Quadrangle			
	Covered Court			
	Computer Laboratory	Patrick Gamboa		
		Jerome Arcenas		
	Sound System	Patrick Gamboa		
	Electrical (concerns)	Engr. Cresente Dusal		
	Others			

Chair \_\_\_ pcs Table \_\_\_ pcs Microphone \_\_\_ pcs LCD Projector \_\_\_ pcs White Screen \_\_\_ pcs Lights/ Sounds \_\_\_ pcs

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

**Post- Activity requirements:**

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