



STUDENT OFF-CAMPUS ACTIVITY COMPLIANCE
CHECKLIST

ANNEX A

NAME OF ACTIVITY: _____

[] Curricular [] Non/Extracurricular

PLACE OF ACTIVITY: _____

[] Curricular [] Non/Extracurricular

DURATION: _____

NUMBER OF PARTICIPANTS: _____

CAMPUS/ COLLEGE /ORGANIZATION: _____

DTS NO.: _____

PRE-APPROVAL REQUIREMENTS	COMPLIED	
	YES/NO	REMARKS
1. ANNEX W: Letter of intent addressed to the Sector Head and duly recommended by the Director/Dean.		
2. Letter of Invitation/Acceptance Letter from the organizers of the event/activity.		
3. Endorsement from the Research Management Office (for research-related activities).		
4. Copy of Program of Activities.		
5. ANNEX C: Summary list of all participants (personnel-in-charge and students), indicating their respective colleges.		
6. Latest Student Certificate of Registration.		
7. Copy of Curriculum (for curricular activity).		
Prepared by: _____ Noted by: _____ Personnel-in-charge/Adviser Date: _____ Dean/Director: _____ Date: _____		
UPON APPROVAL REQUIREMENTS:	YES/NO	REMARKS
8. ANNEX D: Individual Itinerary of Travel reviewed by PIC and approved by Dean/Director.		
9. Scanned copy/photocopy of passport of participants (for activities outside the country).		
10. Medical Clearance (Office Memorandum Order No. 13, Series of 2022). *ANNEX E: Endorsement letter from concerned Dean/Director to the Medical and Dental Services Office Director (MDSO Director).		
11. First Aid Kit (Type of first aid will be determined by Medical and Dental Services Office)		
12. Group insurance for all participants.		
13. Consent Form duly signed by the parent/guardian with an attached photocopy of the parent/guardian's valid ID with wet signature.		
14. ANNEX F: Assumption of Responsibility of PIC and concerned Sector Head.		
15. Request letter to show proof of advance and proper coordination with the Local Government Unit or concerned NGOs (for curricular activity).		
16. ANNEX G: Risk Assessment Plan prepared by the personnel-in-charge/adviser and duly approved by the Dean/Director.		
17. Consultation conducted with concerned students and stakeholders, with attached minutes prepared by the personnel-in-charge with wet signature.		
18. Fees/Fund (if applicable) for curricular activity.		
19. Procurement Requirements (for activities that involve procurement and/or outsourcing of equipment, venues, facilities, and services).		
20. ANNEX H: Compiled Student Requirements prepared by the personnel-in-charge.		
Evaluated by: _____ Approved by: _____ Sector Coordinator Date: _____ Sector Head: _____ Date: _____		
CHED REQUIREMENTS:	YES/NO	REMARKS
*For Non-Curricular International Off-Campus (submit to CHED at least 15 days before the flight) *For Curricular International Off-Campus (submit to CHED at least 30 days before the flight) *For Curricular Local Off-Campus (submit to CHED at least 30 days before the activities) *For Non/extracurricular Local Off-Campus (PUP will inform CHED via official email at least before the event)		
21. ANNEX I: CHED Template Annex A – Certificate of Compliance (duly notarized).		
22. ANNEX J: CHED Template Annex B – Report of Compliance.		
23. ANNEX K: CHED Template Annex C – Comprehensive School/Term Report (for curricular activities only).		
24. Two (2) complete sets of photocopies of all requirements to be submitted to CHED NCR (original from the remaining copy).		
FINANCIAL ASSISTANCE	YES/NO	REMARKS
25. ANNEX L: Letter request for funding (PUP Memo 4 09 Series 2018) addressed to the Office of the President through the Office of the Vice President for Finance and duly recommended by the concerned sector. *Please refer to PUP Executive Order No. 19, Series of 2023 for research-related requests.		
26. Copy of approved off-campus request (Annex I and CHED compliance only).		
27. Budgetary Request Form (PUP BRTS – BUSO 609 Form).		
28. Certification Letter from the Bureau of Treasury that the Special Disbursing Officer (SDO) is bonded.		
POST-ACTIVITY REQUIREMENTS:	YES/NO	REMARKS
29. Financial Report: Liquidation/Reimbursement.		
30. Notice of Compliance from General Accounting Services.		
31. Post Activity Report a. Proceeding (Highlights of the Activity) b. Documentation (Pictures with Captions)		
32. For Curricular Activity: o Learning journal of students. o Assessment report/evaluation report. o Expenditure report. o Debriefing of concerned faculty to students to assess the acquisition of learning.		





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Office of the Vice President for Campuses
BIÑAN CAMPUS

