



REPUBLIC OF THE PHILIPPINES

**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**

Office of the Vice President for Campuses

**BINAN CAMPUS****STUDENT OFF-CAMPUS ACTIVITY COMPLIANCE  
CHECKLIST****ANNEX A**

DTS NO.: \_\_\_\_\_

NAME OF ACTIVITY: \_\_\_\_\_

[ ] Curricular [ ] Non/Extracurricular

PLACE OF ACTIVITY: \_\_\_\_\_

[ ] Curricular [ ] Non/Extracurricular

DURATION: \_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_ CAMPUS/ COLLEGE /ORGANIZATION: \_\_\_\_\_

| PRE-APPROVAL REQUIREMENTS   |  | COMPLIED   |         |
|---|--|------------|---------|
|   |  | YES/<br>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: _____<br>Personnel-in-charge/Adviser   Date: _____ Dean/Director: _____ Date: _____  |  |            |         |
| UPON APPROVAL REQUIREMENTS:   |  | YES/<br>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).<br>*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: _____<br>Sector Coordinator   Date: _____ Sector Head: _____ Date: _____   |  |            |         |
| CHED REQUIREMENTS:  |  | YES/<br>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/<br>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.<br>*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/<br>NO | REMARKS |
| 29. Financial Report: Liquidation/Reimbursement.  |  |            |         |
| 30. Notice of Compliance from General Accounting Services.  |  |            |         |
| 31. Post Activity Report <ol style="list-style-type: none"> <li>Proceeding (Highlights of the Activity)</li> <li>Documentation (Pictures with Captions)</li> </ol>  |  |            |         |
| 32. For Curricular Activity: <ul style="list-style-type: none"> <li>o Learning journal of students.</li> <li>o Assessment report/evaluation report.</li> <li>o Expenditure report.</li> <li>o Debriefing of concerned faculty to students to assess the acquisition of learning.</li> </ul>                   |  |            |         |

PUP A. Mabini Campus, Anonas Street, Sta. Mesa, Manila 1016

Trunk Line: 335-1787 or 335-1777

Website: [www.pup.edu.ph](http://www.pup.edu.ph) | Inquiries: <https://bit.ly/PUPSINTA>**THE COUNTRY'S 1<sup>st</sup> POLYTECHNICU**



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