



Name of Registered Student Organization/Subject/Class			
Title of Activity			
Purpose			
Type	<input type="checkbox"/> In-Campus <input type="checkbox"/> Off-campus		
Nature	<input type="checkbox"/> Training/Seminar <input type="checkbox"/> Culmination <input type="checkbox"/> Meeting <input type="checkbox"/> Exhibit <input type="checkbox"/> Educational Tour <input type="checkbox"/> Competition		<input type="checkbox"/> Conference/Summit <input type="checkbox"/> Socialization <input type="checkbox"/> Concert <input type="checkbox"/> Program <input type="checkbox"/> Clean and Green <input type="checkbox"/> Other: _____
Venue			
Date			Time
Participants	<input type="checkbox"/> Members <input type="checkbox"/> Officers <input type="checkbox"/> All students <input type="checkbox"/> Other: _____		Number
Prepared	Reviewed	Noted	
<hr/> <i>Student Organization President/Class President</i>	<hr/> <i>Student Organization Adviser/Class Instructor</i>	<hr/> <i>Business Affairs and Resource Generation Office Personnel</i>	
Evaluated	Endorsed	Approved	
<hr/> <i>Office of Student Development Services Head (For Main Campus Only)</i>	<hr/> <i>Office of Student Affairs and Services Director/Head/ College Dean/ Institute Director</i>	<hr/> <i>Vice President for Students and Auxiliary Services/ Vice President for Academic Affairs/ Campus Director</i>	

(Signature over printed name)

NOTE: This form must be submitted together with the pertinent attachments to the Office of Student Development Services (OSDS) or Office of Student Affairs and Services (OSAS) three (3) days before the activity. Upon approval, there must be no change made in the permit without consent from the OSDS Head or OSAS Head. A change in the schedule and venue due to unprecedented circumstances will be considered then a notification letter must be submitted to the OSDS or OSAS.

