

ACTIVITY PROPOSAL CHECKLIST OF DOCUMENTARY REQUIREMENTS

Title of Activity:	
Date: December 17, 2024	
Name/s: JOHN RIDAN D. DECHUSA	
CHECKLIST	STATUS
1. COVER LETTER	
Provides an overview of the activity-addressed to the Director, signed by the proponent/s, endorsed by the Immediate Supervisor, Recommending Approval of Division Chiefs, Approved by the Director.	
2. RATIONALE	
Contains substantial presentation of cause/s and objectives of the activity. Should certain GAD issue/s applicable, please incorporate.	
3. BRIEF DESCRIPTION OF ACTIVITY	
Enumeration of objectives. Should certain GAD issue/s applicable, please incorporate. Must include Risk Assessment	
4. TARGET PARTICIPANTS	
Contains the number of participants and the name of organization.	
5. TARGET DATE & VENUE	
Provides the Venue details (Name of Facility, Hall Name, Capacity, Address) and the proposed date and time	
6. BUDGET	
Contains the actual applicable amount according to the listed itemized needs.	
7. PROGRAM of the ACTIVITY	
Provides the rundown of parts of the activity where time and duration are specified. Presenter or speaker is also indicated and said person is notified upon inception of the proposal.	
8. PROGRAM & TARP DESIGN	
Contains the actual proposed design, color, graphics, font style and size. Note: Logo is not distorted, echelon of gov't offices involve properly staged.	
9. SPEAKER/S' NEEDS & DETAILS	
Provides Travel Updates, Accommodation Details, CV, TIN #, LBP Acct, SG Pay, etc.	
10. WORKING COMMITTEE	
Contains detailed information of persons in-charge, members and functions. If involves transmitting letters off campus, please attach as well as floor plan and stage design.	
11. EVALUATION TOOL	
Objectives are stated, rating mechanics are derived from the objectives, aspects of the activity are presented and subjected for evaluation.	
12. CERTIFICATES	
Texts are appropriate and legible, design is formal and neat.	
13. POSTING OF VIDEO/PHOTOS TO SOCIAL MEDIA AND OFFICIAL WEBSITES (CONSENT FORM)	
Once approved, the organizer should submit a duplicate copy of the documents to the ASSISTANT CURRICULUM AND INSTRUCTION DIVISION CHIEF FOR STUDENT AFFAIRS FOR FILING.	
Including <input type="checkbox"/> PR <input type="checkbox"/> RIS <input type="checkbox"/> PERMIT TO USE SCHOOL FACILITY (When applicable only)	
Reviewed by Asst. CID Chief for Student Affairs & Date: JOHN RIDAN D. DECHUSA / August 1, 2025	