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| **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 PR RIS PERMIT TO USE SCHOOL FACILITY** (When applicable only) | | |
| **Reviewed by Asst. CID Chief for Student Affairs & Date: JOHN RIDAN D. DECHUSA / August 1, 2025** | | |
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