

## **Section 21**

# **GUIDELINES FOR ON/OFF – CAMPUS ACTIVITIES**

### **21.1 Activity proposal**

- 21.1.1** No on/off campus activities are allowed one week before and during examination week. Likewise, no such activities are allowed after final examination except for externally organized activities subject to approval by the VCAR and OSS Dean.
- 21.1.2** The submission of proposal for subsequent approval should be done by the activity organizer following the lead time before the date of the activity.

| Activity   | SDAO           | OSS             |
|------------|----------------|-----------------|
| On campus  | Four (4) weeks | Three (3) weeks |
| Off campus | Six (6) weeks  | Five (5) weeks  |

- 21.1.3** To seek approval for academic-related and extra-curricular activities, the activity organizer shall send a letter and properly accomplished proposal form with required attachments to the VCAR through the OSS Dean.
- 21.1.4** The approved letter/proposal form must be submitted to the OSS not later than two (2) weeks before the date of the activity in securing PCF.

### **21.2 Parental consent form**

- 21.2.1** The PCF should be secured or claimed by a representative of the organizations / department / unit and should be disseminated to the participants to be signed by either parent / guardian. The accomplished PCF with required attachments must be submitted to OSS at least two (2) days before the actual date of the activity.
- 21.2.2** All approved off-campus activities should submit a notarized PCF two (2) days before the exact activity date to the OSS Dean.
- 21.2.3** All approved on-campus activities beyond 5:00 pm, Saturday, Sunday, and official holiday, shall be required to secure PCF.

**21.2.4** Any student who fails to submit an accomplished PCF within the indicated time shall not be allowed to join the on/off – campus activity.

**21.3 Accompanying Faculty/Adviser**

**21.3.1** All approved activities shall be attended by the faculty adviser. However, if the faculty adviser is unable to attend, s/he must assist the student organizations in requesting another full time faculty member to accompany the group, thus the replacement must be reported to SDAO and OSS two (2) days before the actual activity.

**21.3.2** The ratio of faculty to student participants should be 1:30 for off – campus activity and 1:50 for on – campus activity.

**21.4** No private / non – accredited vehicles for off – campus activities shall be allowed as official transportation. All reservations for transportation must be done with the reservation office under the GSO.

**21.5** All money matters related to the approved activity should be coursing through the accounting office.

**21.6** Financial report on the activity is subject-related to audit by the internal auditor must be submitted to the accounting office copy furnished the OSS Dean and the College Dean two (2) weeks, at most, after the activity.

**21.7** Should there be cases of noncompliance with the guidelines mentioned above, a committee chaired by the OSS Dean shall be created to deliberate on the matter and render decisions.

**21.8** The conduct of all local off-campus activities and international educational trips in DLSU-D are compliant to CHED memoranda No.63 s.2017 and No. 26 s.2015, respectively.