	PERMIT FOR ACADEMIC ACTIVITIES	Document No.	WVSU-ODI-SOI-02-F03
		Issue No.	1
		Revision No.	1
	WEST VISAYAS STATE UNIVERSITY	Date of Effectivity:	September 6, 2022
		Issued by:	ODI
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Please check the appropriate box/es:

<input type="checkbox"/> Up to 8:00 p.m. <input type="checkbox"/> After 8:00 p.m. <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday/s <input type="checkbox"/> Others(pls. specify):	<input type="checkbox"/> Within WVSU <input type="checkbox"/> Within Western Visayas (WV) <input type="checkbox"/> Outside Western Visayas (WV)
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Date of Application : _____

The undersign requests permission to participate in/sponsor/ conduct the

ACTIVITY: _____
 details of which are the following:

Purpose: _____
 Venue: _____
 Inclusive Dates: _____ Time: _____
 Approximate cost per student: _____
 Source of Funding: _____
 Sponsorship Group: _____
 Faculty adviser who will facilitate and/or supervise the activity: _____

Signature of Chairman: _____
 Printed Name: _____

Recommending Approval:


 Printed Name & Signature of Faculty Adviser/s

 Printed Name and Signature of Dean /
 Director

Venue Approving Officers: (within WVSU only)

 GSO Supervisor

 Chief Administrative Officer

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APPROVED:

Permit is granted to the _____ to participate in/sponsor/
conduct the _____ on _____ (Date & Time) at
_____ (Venue) as recommended by the Adviser/s and Dean/Director.

Director of Instruction (Activity Within WVSU)

Vice President for Academic Affairs
(Activity within WV)

University President (Activity outside WV)

Note:

The permit becomes official if acted upon by the concerned university officials and a fully accomplished copy is returned to DI/DIQA office. Accomplish in triplicate together with the requirements.

Requirements:

A. In-Campus Activity

- ☐ Course Syllabus
- ☐ Itinerary/ Program Activities
- ☐ Budget Plan (for activity with financial)
- ☐ Parental Waivers (if necessary)
- ☐ List of Students

B. Off-Campus Activity

1. Local Activity
 - ☐ CMO No. 63 series of 2017 requirements
2. Student Internship in the Philippines
 - ☐ CMO No. 104 series of 2017 requirements
3. International Educational Tours/Field Trips
 - ☐ CMO No. 26 series of 2015 requirements
4. Student Internship Abroad Program
 - ☐ CMO No. 22 series of 2013 requirements