

	PERMIT FOR ACADEMIC ACTIVITIES	Document No.	WVSU-ODI-SOI-02-F03	
		Issue No.	1	
		Revision No.	3	
	WEST VISAYAS STATE UNIVERSITY	Date of Effectivity:	February 23, 2026	
		Issued by:	ODI	
		Page No.	Page 1 of 2	

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)

Date of Application: _____

The undersigned 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: _____

Printed Name and Signature of Chairman: _____
 Printed Name and Signature of Faculty In-Charge who will
 facilitate and/or supervise the activity: _____

Recommending Approval:

Venue Approving Officer:
 (if activity is within WVSU only)

 Printed Name and Signature of Dean/Director

 Chief Administrative Officer

	PERMIT FOR ACADEMIC ACTIVITIES	Document No.	WVSU-ODI-SOI-02-F03	
		Issue No.	1	
		Revision No.	3	
	WEST VISAYAS STATE UNIVERSITY	Date of Effectivity:	February 23, 2026	
		Issued by:	ODI	
		Page No.	Page 2 of 2	

APPROVED:

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

Director of Instruction/Academic Affairs

Campus Administrator

Vice President for Academic Affairs

University President

Note: Approval of Application

If the activity is **Within WVSU**, the student/faculty in-charge secures the signatures of the College Dean/Director, Chief Administrative Officer, Director of Instruction/Academic Affairs and Campus Administrator (for satellite campuses) for approval.

If the activity is **Outside WVSU but Within Western Visayas**, the student/faculty in-charge secures the signatures of the College Dean/Director, Director of Instruction/Academic Affairs, Campus Administrator/Vice President for Academic Affairs for approval.

If the activity is **Outside Western Visayas**, the student/faculty in-charge secures the signatures of the College Dean/Director, Director of Instruction/Academic Affairs, Campus Administrator, Vice President for Academic Affairs, and University President for approval.

The permit becomes official if acted upon by the concerned university officials and a fully accomplished copy is returned to DI/DAA office. The permit accomplished in duplicate, is to be accompanied by one (1) copy of each of the required documents.

Requirements:

A. In-Campus Activity

- Course Syllabus
- Itinerary/ Program Activities
- Budget Plan (for activity with financial)
- Parent's Consent (If weekend, holiday, after school hours, overnight)
- List of Students

B. Off-Campus Activity

1. Local Activity
 - CMO No. 63 series of 2017 requirements
2. International Educational Tours/Field Trips
 - CMO No. 26 series of 2015 requirements