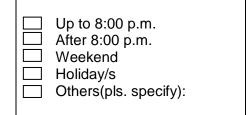
SALS STATE SALS SALS SALS SALS SALS SALS SALS SALS	PERMIT FOR ACADEMIC ACTIVITIES	Document No.	WVSU-ODI-SOI-02-F03
		Issue No.	1
		Revision No.	2
	WEST VISAYAS STATE UNIVERSITY	Date of Effectivity:	April 17, 2024
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Please check the appropriate box/es:



☐ Within WVSU
Within Western Visavas (WV)
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

A DECOLOCUTE	PERMIT FOR ACADEMIC ACTIVITIES	Document No.	WVSU-ODI-SOI-02-F03
		Issue No.	1
		Revision No.	2
	WEST VISAYAS STATE UNIVERSITY	Date of Effectivity:	April 17, 2024
		Issued by:	ODI
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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 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. 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. 10 series of 2023 requirements