

	PERMIT B TO CONDUCT NON-ACADEMIC STUDENT ACTIVITIES WITHIN CAMPUS	Document No.	WVSU-OSA-SOI-02-F01
		Issue No.	1
		Revision No.	3
	WEST VISAYAS STATE UNIVERSITY	Date of Effectivity	May 14, 2024
		Issued by:	OSA
		Page no.	Page 1 of 1

Please check the appropriate boxes:

<input type="checkbox"/> 8:00am – 5:30 pm <input type="checkbox"/> After 5:30 pm <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday/s Others (pls. specify): _____
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<input type="checkbox"/> Main <input type="checkbox"/> External: _____

Date of Application: _____

The undersigned requests permission to conduct the

ACTIVITY: _____

Details of which are the following:

Purpose: _____

Venue: _____

Inclusive Dates: _____ Time: _____

Approximate cost per student: _____

Source of funding: _____

Sponsoring group (Name of the Organization): _____

No. of students who will participate: _____

Attach List of Students Involved

Faculty adviser who will facilitate and/or supervise the activity: _____

APPROVED:

Permit is granted to the _____
(Name of the Organization)

to conduct the _____ on _____
(Activity Title) (date & time)

at _____ as recommended by the Adviser, General
(venue)

Services Office, University/ Campus Security Unit, College Dean.

DISAPPROVED / DEFERRED:

Due to _____

OSA Dean / Head

Director for Academic Affairs
(For External Campuses)

Noted:

This permit becomes official if acted upon by the concerned university officials and a fully accomplished copy with the requirements is returned to the Office of Student Affairs.

Date permit was fully accomplished and returned to OSA: _____

No. of waivers submitted (signed by the parents/guardian): _____

Received by: _____

Requirements:

*Weekdays (8am-5:30pm)	
	Approved Budget Plan/ Activity Design
	Permit to Use University Facilities

*Weekdays (5:30pm onwards)/Overnight/ Weekends/ Holidays	
	Approved Budget Plan/ Activity Design
	Parent's/ Guardian's Consent with attached Photocopied ID
	Permit to Use University Facilities
	Permit to Stay/ Approved Letter to Stay