	PERMIT B FOR NON-ACADEMIC STUDENT ACTIVITIES	Document No.	WVSU-OSA-SOI-02-F01
		Issue No.	1
		Revision No.	2
	WEST VISAYAS STATE UNIVERSITY	Date of Effectivity	July 10, 2023
		Issued by:	OSA
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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 <input type="checkbox"/> Others (pls. specify): _____	<input type="checkbox"/> Main <input type="checkbox"/> External: _____	<input type="checkbox"/> In-Campus <input type="checkbox"/> Off- Campus
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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: _____

Signature of Chairman: _____

Printed Name: _____

Recommending approval:

Signature: _____


Printed Name: _____

Adviser/Faculty in Charge

General Services Office (GSO)

Univ. / Campus Security Unit

College Dean

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☐ **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)

 VPAA / Campus Administrator

Noted:

This permit becomes official if acted upon by the concerned university officials and a fully accomplished copy with the requirement 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 for Permit B (Within the Campus)

*Overnight/ Weekends/ Holidays

- ☐ Parent's/ Guardian Consent with attached Photocopied ID
- ☐ Permit to Stay/ Approved Letter to Stay
- ☐ Permit to use University Facilities

Requirements for Permit B (Outside the WVSU/ Off- campus)

- ☐ Notarized Parent's/ Guardian Consent with attached Photocopied ID
- ☐ CHED Memorandum Order No. 63, series of 2017 Requirements:
 - A.1.5. Medical Clearance of the Students
 - A.1.6. Personnel- In- Charge
 - A.1.7. First Aid Kit
 - A.1.8. Fees/Fund Source
 - A.1.9. Insurance
 - A.1.10. Mobility
 - A.1.11. LGUs/NGOs