



## Office of Student Activities

Vinzons Hall Annex, UP Diliman  
9818671 to 72

## Activity Approval Form

Name of Organization / Student

ARF Tracking No.:

Title of Activity

Date of Activity:

### Description

#### Objectives:

1.
2.

Type of Activity

☐ Outreach

☐ IGP

☐ Forum

☐ Exhibit

☐ Others

Category

☐ Academic

☐ Advocacy

☐ Extension Service

☐ Capacity Building

Participants

☐ UP Students

☐ Internal

☐ Faculty/ Staff

☐ Outsiders

Venue

☐ In Campus

☐ Off Campus

Funding

☐ Sponsored

☐ Org. Funded

#### Requests:

- ☐ Posting of Posters  
☐ University Venue  
☐ Tarpaulin Posting  
☐ Police Assistance  
☐ Entry of Bus or Truck  
☐ College Venue  
☐ Dry-Goods Sale/ Brand Sale  
☐ Use of University Trademarks

#### Specifics:

*Inclusive Date (s)*

Officer in Charge:

Name:

Signature:

College:

Contact Number:

Email:

Approved by:

**Faculty Adviser**

☐ College-Registered Org. ☐ Indiv.Student/Class Project

☐ University – Registered Student Org.

**Student Affairs Coordinator /  
Assoc. Dean for Student Affairs/ College Secretary**

**Dr. MA. ALTHEA T. ENRIQUEZ**  
Coordinator

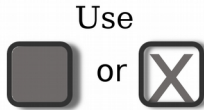
Recommending Approval:

☐ For OVCCA Approval

**Prof. JERWIN F. AGPAOA**  
Vice Chancellor for Student Affairs

**Dr. Nestor Castro**  
Vice Chancellor for Community Affairs

Please make sure to write or print legibly



Office of Student Activities  
Vinsons Hall Annex, UP Diliman  
9818671 to 72

## Activity Approval Form

Name of Organization / Student  
UP Matatagap Matatagap Org.

ARF Tracking No.: \_\_\_\_\_

Title of Activity  
25th Org Anniversary: Pagulong 2016

Date of Activity:  
April XX, 2016

**Description**

Objectives:  
1. Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit...  
2. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Type of Activity  
☐ Outreach ☐ IGP ☐ Category  
☐ Forum ☐ Exhibit ☐ Academic  
☐ Others \_\_\_\_\_ ☐ Advocacy  
☐ Extension Service  
☐ Capacity Building

Participants  
☐ UP Students ☐ Internal  
☐ Faculty / Staff ☐ Outsiders  
☐ In Campus ☐ Off Campus  
☐ Funded ☐ Fund Raising

Venue  
☐ Posting of Posters  
☐ University Venue  
☐ Tarpaulin Posting  
☐ Police Assistance  
☐ Entry of Bus or Truck  
☐ College Venue  
☐ Dry-Goods Sale/ Brand Sale  
☐ Use of University Trademarks

Requests:  
☐ Posting of Posters  
☐ University Venue  
☐ Tarpaulin Posting  
☐ Police Assistance  
☐ Entry of Bus or Truck  
☐ College Venue  
☐ Dry-Goods Sale/ Brand Sale  
☐ Use of University Trademarks

Specifics:  
Posters: Bulletin Boards  
Tarpaulin: Vinsons Bulletin  
Venue: CS Amphitheater and AS  
Lobby

Inclusive Date (s)  
Posters: upon approval  
Venue: April XX, 2016

Officer in Charge:  
Name: Angel Tobias  
College: OVCSA - OSA  
Contact Numbers: 09275422224  
Email: oasapadadip  
Signature: A. Tobias

Approved by:  
Signature of Faculty - in - Charge  
Full name of Subject / Section adviser  
Asst. Prof. XXXX X. XXXXXXX  
Faculty Adviser

☐ College - Registered ☐ Student ☐ University - Registered

\* E-signature is not allowed

Visit <http://bukluran.osa.upd.edu.ph/artrak/index.php/viewer/search> to track your AAF. Return to OSA if AAF status indicates "Available for Pick-up"

Actual signature of student/ officer-in- charge of the Activity

For College-registered organizations, submit AAF to College Sec. or Assoc. Dean for Student Affairs for recommendation.

Student Affairs Coordinator /  
Assoc. Dean for Student Affairs/ College Secretary  
Recommending Approval:

DR. NEIL MARTIAL R. SANTILLAN  
Vice Chancellor for Student Affairs

Dr. MA. ALTHEA T. ENRIQUEZ  
Coordinator

☐ For OVCCA Approval

Dr. Nestor Castro  
Vice Chancellor for Community Affairs

### List of possible Attachments:

- Letter of Consent from (NEW) adviser
- \*Letter for the Vice Chancellor for Student Affairs regarding the Proposed program and full description of the activity and different requests
- Application form for use of UP trademarks and logo, and printed picture of sample merchandise w/ logo
- Application form for use of university facilities and posting of tarpaulins, and sample tarpaulin with dimensions
- List of applicants and Undertaking that the initiation rites and inductions comply with University rules and regulations
- Sample of poster to be posted
- Venue reservation form
- Letter of Request to the Director of UPDP for police assistance
- Letter of Request to the Dean for use of College Facility
- Letter of request to the Vice Chancellor for Community Affairs when activity includes trucks or bus entry to the University. This should include the plate numbers and description of the specific trucks and buses
- List of applicants and Undertaking that the initiation rites and inductions comply with University rules and regulations.
- Application form for request of grant from OICA

\* Required for all activities except off-campus activity already done.

Submit AAF to OSA on or before the suggested number of days before the activity.		
Nature of Requests	Suggested number of working days before date of Activity/Event	AAF Tracking Guide
Posting of Posters	5 working days or earlier	OSA - OVCSA - OSA (bring posters to OSA upon "Available for pick-up" status)
Posting of Tarpaulins	10 working days or earlier	OSA - OVCSA - OVCCA - OSA (Upon "Available for pick-up" status, bring tarp and required wires with approved AAF to CMO for posting.)
Use of University Facilities	1 month or earlier (depending on the season)	OSA - OVCSA - OVCCA (Org may proceed to OVCCA to pay for required fees)
Police Assistance	10 working days or earlier	OSA - OVCSA - OVCCA (Org may proceed to OVCCA to pay for required fees)
Dry Goods Sale	10 working days or earlier	OSA - OVCSA - OVCCA (Org may proceed to OVCCA to pay for required fees)
Use of College Venue	10 working days or earlier	OSA - OVCSA - OSA
Use of UP Trademarks	7 working days or earlier	OSA - OVCSA - OSA - TTBD (Org may proceed to TTBD to pay required fees)
OICA Grant	45 working days or earlier	OSA - OVCSA - OSA
No request/ Off Campus	Before or After Activity	OSA

Please make sure that the required attachments are complete. OSA is not liable for the delay of the approval for the Org's requests, due to incomplete forms or attachments.