



Office of Student Activities

Vinzons Hall Annex
University of the Philippines Diliman

Activity Approval Form

AAF

Name of Class/ Organization/ Unit

ARF Tracking No.:

Title of Activity

Date of Activity:

Description of activity

1.

2.

Type of Activity

Outreach

IGP

Forum

Exhibit

Others

Category

Academic

Advocacy

Extension Service

Capacity Building

Community Service

Participants

UP Students

Internal

Faculty/ Staff

Outsiders

Venue

In Campus

Off Campus

Funding

Sponsored

Org. Funded

Type of Filing

Proposal/ Upcoming

Report

Requests:

College Venue

University Venue (OVCCA)

Posting of Posters (OVCSA)

Tarpaulin Posting (OVCCA)

Dry-Goods Sale/ Brand Sale (BCO)

Use of University Trademarks (OVCRD)

Specifics/ Other request:

Inclusive Date (s)

Officer in Charge:

Approved by:

Name:

College:

Position:

*Signature:

Faculty Adviser

(*Signature over printed name)

College:

College-Registered Org. Indiv. Student/Class Project

University – Registered Student Org.

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

(*Signature over printed name)

Dr. MA. ALTHEA T. ENRIQUEZ

Coordinator

Recommending Approval:

(For OVCCA Approval

Prof. JERWIN F. AGPAOA
Vice Chancellor for Student Affairs

Vice Chancellor for Community Affairs

*E-signatures are currently not allowed

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 or letter for use of university facilities and posting of tarpaulins.
 - List of applicants and an undertaking that the initiation and induction rites in in compliance to University rules and regulations
 - Sample of poster to be posted
 - Sample tarpaulin with dimensions
 - Venue reservation form or letter
 - 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
 - Letter for the Business Concessions Office (BCO) for any type of selling within Academic grounds.
- ** Required for all activities except reports of off-campus activity/ies.

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

Activity Approval Form

OSA

Please make sure to write or print legibly

Use or

Visit <http://bukluran.osa.upd.edu.ph/arftrak/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

Signature of Faculty - in - Charge

Full name of Subject / Section adviser

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

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Nature of Requests	***SUGGESTED number of working days of submission before date of event	AAF Tracking Guide AAF may be claimed upon "Available for Pick-up" Status
College Venue	As early as 2 months to 10 working days	OSA – OVCSA – OSA
University Venue	As early as 2 months to 10 working days	OSA – OVCSA – OVCCA – OSA
Posting of Posters	As early as 1 month to 5 working days	OSA – OVCSA – OSA
Tarpaulin Posting	As early as 1 month to 10 working days	OSA – OVCSA – OVCCA – OSA
Dry Goods Sale/ Brand Sale	As early as 1 month to 10 working days	OSA – OVCSA – OSA
Use of University Trademarks	As early as 2 months to 7 working days	OSA – OVCSA – OSA
Other Requests	As early as 1 month to 10 working days	OSA – OVCSA – optional office - OSA

***Make sure that required attachments are complete. OSA is not liable for the delay of your activity due to incomplete or late forms and attachments.