



Permit No. _____

ACTIVITY PERMIT

Activity of Personnel Students Others (Non-UCC Employees/Students) (specify) _____

Date Requested: _____ Date of Activity: _____ Time: _____

IN Campus Number of participant/s: _____
Venue:

OFF Campus (*Pls accomplish Trip Ticket)
Venue: _____
Number of participant/s: _____
Time of Departure: _____
Chairperson/Coach: _____

- Conference Hall SDC Lobby CH Lobby Oikoumene Chapel
 - AVR Social Hall Room: _____ Others: _____
 - Covered Court: (for weekdays schedule have PATFIT Instructors sign the permit)
- _____ MR. LIBATIQUE _____ MR. MARTINEZ _____ MS. BRIOSO

Resources Needed:

- Personnel: Technician Security Guard General Services Others (pls. specify) _____
- Materials: (write at the back)

Objectives: (attach activity program/waiver)

Requested by: _____ Endorsed by: _____

Organization / Pres. Of Club
(Signature Over Printed Name)

Dean/Immediate Supervisor/Head
(Signature Over Printed Name)

Adviser of Organization/Club
(Signature Over Printed Name)

MS. LECYL C. CABADING
Director, CSDAS

For Service-Learning Activities

MS. ROWENA W. GALANGCO
Director, CCEAA

Recommending Approval: DR. MARILOU L. AGUSTIN
VP Academic Affairs

Approved: RUFINA M. DUMAOANG
Admin & HRD Officer

*Note: Activity Permit should be filed **2 days before** the Activity.
Should be signed by all signatories before submitting to the A/HRD Office.
Please accomplish two (2) copies and return this form to the A/HR Office for reservation purposes.



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MATERIALS / EQUIPMENT REQUEST

Equipment/Materials Needed:

RELEASE		RETURN	
Description	Quantity	Quantity	Date returned
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Released by:	Received by:	Attested by:
_____	_____	_____
Name and Signature	Name and Signature	Name and Signature (GSO/TID Personnel)

NOTE: UNRETURNED BORROWED EQUIPMENT/SCHOOL PROPERTY

Please be informed that any unreturned borrowed equipment or school property will be subject to appropriate sanctions. Additionally, the item(s) must either be replaced or the equivalent monetary value charged to the responsible party, as determined by the department or organization involved.

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