


VERSION NO. 1	MANUAL TITLE STUDENT AFFAIRS MANUAL	DOCUMENT NO. SAM 4.0
	DOCUMENT NAME IN-CAMPUS ACTIVITY	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
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1.0 OBJECTIVES

- 1.1 To ascertain attainment of the objectives of the in-campus activity.
- 1.2 To ensure proper coordination among organizers and personnel concerned.
- 1.3 To minimize security risks in the conduct of activities.


2.0 SCOPE

This procedure applies to the implementation of in-campus activity.

3.0 POLICIES

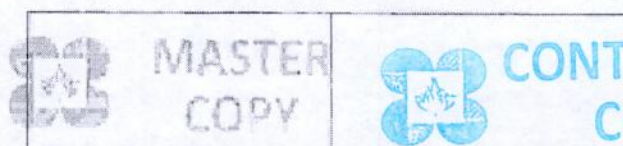
- 3.1 Activity permit should be secured for use of venue and facilities.
- 3.2 Application for an Activity Permit must be filed at least 5 working days before the activity.
- 3.3 The Security Guards shall be responsible for the security in the campus during the activity.
- 3.4 The Homeroom Adviser, Club Adviser, Batch Adviser, Batch Coordinator, House Coordinator, House Adviser (if applicable) or teacher-in-charge shall see to it that cleanliness, orderliness and proper behavior are observed during the activities.
- 3.5 For in-campus activities organized outside regular school hours, parental consent shall be needed.




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4.0 PROCEDURES

Responsibility	Activity
Organizer	<ol style="list-style-type: none"> 1. Receives approved Activity Proposal Form. 2. Arranges and coordinates for use of venue and facilities to personnel concerned. 3. Prepares and submit Purchase Request (PR)/Request and Issue Slip (RIS) Form based on the guidelines set in the Finance and Administration Manual. 4. Coordinates with PTA, if applicable. 5. Prepares and distributes Parent Consent Form, if needed.
PTA Liaison Officer	
PTA Liaison Officer/Organizer Finance and Administration Division/Personnel Concerned	<ol style="list-style-type: none"> 6. Receives and processes PR/RIS. 7. Issues processed PR/RIS.
Organizer	<ol style="list-style-type: none"> 8. Receives requested items included in the PR/RIS.



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9. Prepares venue and facilities needed in coordination with the person-in-charge.

10. Receives signed Parent Consent Form.

11. Files copy for monitoring.

12. Conducts the activity.



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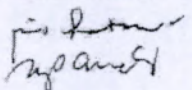
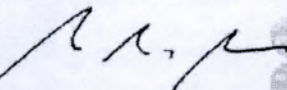


5.0 LIST OF FORMS AND REPORTS

5.1 Forms

- 5.1.1 Activity Proposal Form
- 5.1.2 Parent Consent Form
- 5.1.3 Purchase Request Form
- 5.1.4 Request and Issue Slip Form

5.2 Reports

None

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