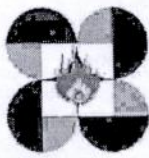


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1.0 OBJECTIVES

- 1.1 To ascertain attainment of the objectives of the off-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 off-campus activity both for local and international travels.

3.0 POLICIES

- 3.1 The Teacher In-Charge/Teacher-Chaperone/Coach (Homeroom Adviser, Club Adviser, Batch Adviser, Batch Coordinator, House Coordinator, House Adviser – if applicable) shall ensure that the students adhere to the Code of Conduct.
- 3.2 For off-campus activities, there should be at least one teacher/staff assigned to fifteen (15) students.
- 3.3 For activities conducted off-campus and/or outside regular class hours, parental consent shall be needed.
- 3.4 The students and Teacher/Chaperone/Coach shall prepare the following documents for international travel:
 - 3.4.1 Request for Travel Authority
 - 3.4.2 Notice of Acceptance
 - 3.4.3 Copy of invitation/prospectus/brochure
 - 3.4.4 Certificate of Availability of Fund
 - 3.4.5 Special Order
 - 3.4.6 Line-item-budget and IOT

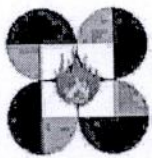


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- 3.4.7 Certification of Urgency
- 3.4.8 Travel Data Sheet
- 3.4.9 Certified copy of service record
- 3.4.10 Statement of actual duties/responsibilities
- 3.4.11 Clearance from administrative charges
- 3.4.12 Submitted report for previous trip
- 3.4.13 Other requirements as required by the law (e.g. DSWD clearance) and the partner institution

- 3.5 The students and Teacher/Chaperone/Coach shall prepare the following documents for local travel:
 - 3.5.1 Request for Travel Authority
 - 3.5.2 Copy of invitation/prospectus/brochure
 - 3.5.3 Notice of Acceptance, if applicable
 - 3.5.4 Special Order



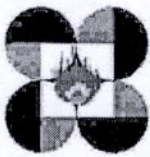
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4.0 PROCEDURES

4.1 Off-Campus Activity

Responsibility	Activity
Organizer	1. Receives approved Activity Proposal Form.
PTA Liaison Officer/Organizer	2. Coordinates with PTA, if applicable. 3. Prepares and distributes Parent Consent Form. 4. Receives and records signed Parent Consent Form.
Organizer	5. Submits request for Special Order (SO)/Travel Order (TO).
Office of Campus Director - Secretary	6. Receives and prepares SO/TO. 7. Releases SO/TO.
Organizer	8. Receives and records issued SO/TO. 9. Prepares and submits Purchase Request (PR)/Request and Issue Slip (RIS)/Service Request (SR) based on the guidelines set in the Finance and Administration Manual.
Finance Administration Division	and 10. Receives and processes PR/RIS/SR. 11. Issues processed PR/RIS/SR.




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Responsibility	Activity
Organizer	12. Receives requested items/services included in the PR/RIS/SR. 13. Coordinates the use of venue and facilities to partner institution, if applicable.
Partner Institution	14. Receives request for the use of venue and facilities. 15. Approves and prepares venue and facilities needed. 16. Informs organizer of the availability of venue and facilities.
Organizer	17. Conducts the activity.

4.2 Request for Local Travel Order (Outside the Region)

Responsibility	Activity
Teacher/Chaperone/ Coach	1. Prepares travel request. 2. Attaches required documents. 3. Submits request and documents to Division of Student Affairs (DSA).
Division of Student Affairs	4. Receives and records submitted request and documents. 5. Endorses submitted request and documents to Office of Campus Director (OCD).




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Responsibility	Activity
Office of Campus Director	6. Receives and records endorsed request and documents.
External Affairs Coordinator	7. Facilitates request of travel to Office of Executive Director (OED).
	8. Releases approved Travel Order to Teacher/Chaperone/Coach.
Teacher/ Chaperone/ Coach	9. Receives and records approved Travel Order.
	10. Keeps records.

4.3 Request for Travel Order (International)

Responsibility	Activity
Teacher/Chaperone/ Coach	1. Prepares travel request.
	2. Attaches required documents.
	3. Submits request and documents to Division of Student Affairs (DSA).
Division of Student Affairs	4. Receives and records submitted request and documents.
	5. Endorses submitted request and documents to Office of Campus Director (OCD).
Office of Campus Director	6. Receives and records endorsed request and documents.



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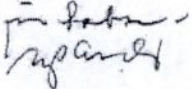
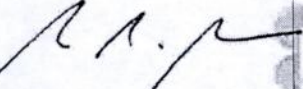


<u>Responsibility</u>	<u>Activity</u>
External Affairs Coordinator	7. Facilitates request of travel to Office of Executive Director (OED).
	8. Releases approved Travel Order to Teacher/Chaperone/Coach.
Teacher/Chaperone/Coach	9. Receives and records approved Travel Order.
	10. Informs students and parents of necessary travel documents. Refers to policy 3.4.
	11. Receives travel documents of students.
	12. Checks travel documents, if complete.
	13. Safeguards travel documents.

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
- 5.1.5 Service Request
- 5.1.6 Special Order
- 5.1.7 Travel Order

5.2 Reports None

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