



Republic of the Philippines
CENTRAL LUZON STATE UNIVERSITY
 Science City of Muñoz, Nueva Ecija

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

**LOCAL OFF-CAMPUS ACTIVITIES
 REPORT OF COMPLIANCE**

BASIC INFORMATION:

PROGRAM NAME/ ORGANIZATION	COURSE	DESTINATION(S) & VENUE(S)	INCLUSIVE DATES	NUMBER OF STUDENTS	LIST OF PERSONNEL-IN-CHARGE

REPORT BEFORE THE ACTIVITY:

ACTIVITIES	COMPLIANCE		
	REQUIRED DOCUMENTS	YES/NO	Remarks
<p>1.A. Curriculum Requirement The activity must be included in the approved course syllabus.</p> <p>1.B. Requirement for Non-Curricular Activities</p> <ul style="list-style-type: none"> For SO-sponsored activity: The activity must be included in the approved program of work of the Student Organization For participation in sports or other student competitions For participation in non-degree related seminars, conference, training and similar activity 	<ul style="list-style-type: none"> Course syllabus that reflects the relevance of requiring an educational tour, field trip, field study and other degree-related activities Description of parallel activities for the students who can't join the off-campus curricular activity Program of work for recognized student organizations Letter of invitation from contest organizer or similar document stating that contestants from CLSU are qualified to participate Letter of invitation from organizer specifying who may attend or how many students from CLSU may participate 		
<p>2. Destinations</p> <ul style="list-style-type: none"> For curricular activities - In order to minimize cost and whenever practicable, destinations of off-campus activities should be near the HEI and the safety of the students and relevance to the subject matter should be considered. For other activities 	<ul style="list-style-type: none"> Itinerary of Travel/Schedule of Activities A short report on the proximity of the destination(s) to CLSU, the relevance of the places to be visited and the activities to the course objectives, and a discussion about the safety and security issues associated with the destinations. Itinerary of Travel/Schedule of Activities A short report on the safety and security concerns about the destinations. 		

3. Handbook or Manual The requirements and guidelines in conducting off-campus activities should be updated and included in the student handbook or manual.	Student Handbook or Manual containing the requirements and guidelines in conducting off-campus activities		
4. Parent's/Guardian's Consent <ul style="list-style-type: none"> • For non-SO related activity • For recognized student organizations 	<ul style="list-style-type: none"> • Duly notarized parents/guardian consent per student (ACA.XXX.YYY.F.010) • Duly notarized SOU form 12 (for recognized Student Organizations, ACA.OSA.SOU.A.002) 		
5. Medical Clearance	<ul style="list-style-type: none"> • Medical certificate issued by the University Infirmary per student 		
6. Personnel In Charge The personnel-in-charge must be faculty member or employee of the university designated by the Dean/Director of the college or unit (for college/unit-level activity) VPAA/President (for university-level activity) with appropriate qualifications (appropriate first aid and medical emergency training) and experiences in off campus activities	<ul style="list-style-type: none"> • Appointment of PICs (ACA.XXX.YYY.F.021) • Copy of Certificate of First Aid and/or Emergency Response Training of the PICs; • Approved IT of each PIC 		
7. First-Aid Kit Complete first-aid kit to be brought during the off campus activity	<ul style="list-style-type: none"> • First-aid kit 		
8. Fees / Fund Source The fees to be collected must be duly approved and disseminated to concerned stakeholders. (Include the breakdown of Fees and fund sources)	<ul style="list-style-type: none"> • Resolution for collection of fees/fund • Budgetary Plan 		
9. Insurance – individual or group insurance for the faculty member/PIC, students	Certification of membership/ policy		
10. Mobility of Students (Vehicles) <ul style="list-style-type: none"> • Owned by HEI • Third Party or subcontracting <ul style="list-style-type: none"> - Franchisee - Travel Agency/Tour operator 	<ul style="list-style-type: none"> • Certification from the Motor Pool re availability of updated and valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness (ADM.PDS.TRS.F.002) • Certification from LTFRB for the validity of the franchise of the operator • Special Permit from LTFRB if transportation is out line • Updated/Valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness • Notarized contract of service • Copy of Travel and Tour Operator Accreditation Certificate by the Dept of Tourism • Duly approved plan/itinerary of travel by the HEI • Certification from the LTFRB for the validity of the franchise of the proposed operator • Updated and valid documents pertaining to registration, 		

	<ul style="list-style-type: none"> insurance, drivers license and assurance of roadworthiness • Notarized contract of service 		
11. LGUs/NGOs The Overall PIC should duly coordinate with the appropriate LGUs/NGOs.	<ul style="list-style-type: none"> • Copy of letter sent to LGU/NGO • Copy of acknowledgement/approval letter from LGU/NGO 		
12. Activities <ul style="list-style-type: none"> • Consultation to concerned students, faculty/PIC and stakeholders • Announcement to students, faculty and parents of the activity one (1) or (2) months before the scheduled date of the conduct of off-campus activity • General orientation to students, and/or members of the organization • Briefing to concerned faculty/PIC and provide the needed materials before the trip; • Learning journals for students • Emergency preparedness plan 	<ul style="list-style-type: none"> • Minutes and signed attendance of the consultation conducted to concerned students, faculty and other stakeholders; Discussion on the fees to be collected should be among the topics discussed during the consultation • (A) Copy of communications to parents regarding the off-campus activity and (2) itinerary and copy of appointment with conforme of PIC • Minutes and signed attendance of the orientation • (A) Itinerary/Travel Plans and (B) Handy information materials for the students • Standard format of learning journals given to students • Description of emergency plans 		
13. Other requirements <ul style="list-style-type: none"> • List of students who will join the off-campus activity • Plans for debriefing • For overnight activities 	<ul style="list-style-type: none"> • List of students (per vehicle); indicate the capacity of the vehicle (ACA.XXX.YYY.F.009) • Schedule and venue of debriefing activity • Report on accommodation, indicating, among others, the type of lodging facility, number of students per room, assessment of safety and security concerns 		

Note: Within one month after the local off-campus activity, the Personnel-in-Charge must submit a terminal report. The terminal report should be submitted on or before (date to be specified by the OVPAA) _____.

Certified Correct:

Reviewed by:

Personnel-in-Charge

Dean/Director

Recommending Approval:

Approved by:

Vice President for Academic Affairs

President