



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**

**NOTICE OF DESIGNATION OF PERSONNEL-IN-CHARGE**

Date: \_\_\_\_\_

To the following personnel:

Name of PIC	Number of students to be handled (max 50)	Contact number	Conforme
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

You are hereby designated as personnel-in-charge for the following local off-campus activity:

<b>Activity:</b>	
<b>Date / Time:</b>	
<b>Destination(s) and Venue(s):</b>	

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Designation\*

Attachment: Certificate of Training on First-Aid

\*For college/unit-based activity, the PICs shall be designated by the concerned dean or director. For university-level activity, the PICs shall be designated by the VPAA/President.