

NAME OF AGENCY : OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS
 NAME OF DIVISION / SECTION : OFFICE OF THE STUDENT ACTIVITIES
 FRONTLINE SERVICE : ACTIVITY APPROVAL

STEPS	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	<p>Completely fill-out and submit Activity Approval Form (AAF)* - AAF must be approved and signed by the Faculty Adviser - For College-registered organizations, the AAF must be signed by the College Secretary or the Associate Dean for Student Affairs</p> <p>The Activity Approval Form can be downloaded at http://osa.upd.edu.ph/wp-content/uploads/2015/11/aaf-rev.pdf</p>	Receive and accept completely filled up AAF	1 minute	OSA Frontline Staff	None	AAF
2		Process AAF and give the tracking number to the applicant	3 minutes	OSA Frontline Staff		AAF
3		Secure endorsement of OSA Coordinator		OSA Coordinator		AAF
4		Release AAF for approval of OVCSA		OVCSA Frontline Staff		
5		Release AAF for approval of specific requests**				

* Attachments

Only if applicable:

- Letter of Consent from (new) Faculty Adviser;
- Sample of poster to be posted;
- Letter to the Vice Chancellor for Student Affairs regarding the proposed program and a full description of the activity as well as other requests;
- Letter to the Vice Chancellor for Community Affairs requesting for any type of selling and MOA with the different partners, co-partners or concessionaires;
- Application form for the use of UP trademarks and logo with a printed picture of the sample merchandise with University logo;
- Application form for use of University facilities and posting of tarpaulins, as well as a tarpaulin sample with dimensions;
- Letter of request to the Vice Chancellor for Community Affairs when activity includes trucks or bus entry to the University. This should include the plate numbers, make, and a description of the specific trucks and buses;
- List of applicants and undertaking that the initiation rites and inductions comply with University rules and regulations;
- Application form for request of grant from Office of Initiatives for Culture and the Arts (OICA);
- Venue reservation form;
- Letter of Request to the Director of UP Diliman Police (UPDP) for police assistance; and/ or
- Letter of Request to the Dean for use of College Facility.

**** Schedule of Submission**

Organizations may submit an AAF at least two (2) months before the activity but not less than the prescribed number of working days as shown:

Nature of Requests	Number of WORKING days UPON completion of requirements to OSA	AAF Tracking OSA Approval (Certification) to OVCSA Approval (Endorsement) to OSA (available for pick-up)/ Other Unit (Approval)
Posting of Posters	Within 5 working days	OSA to OVCSA to OSA
Posting of Tarpaulins	Within 10 working days	OSA to OVCSA to OVCCA to OSA
Use of University Facilities	Submit complete requirements 1 month (or earlier) before date of activity (depending on the demand and University Activities)	OSA to OVCSA to OVCCA (Org may proceed to OVCCA to pay any required fees)
Police Assistance	Within 10 working days	OSA to OVCSA to OVCCA (Org may proceed to OVCCA to pay any required fees)
Dry Goods Sale	Within 10 working days	OSA to OVCSA to OVCCA (Org may proceed to OVCCA to pay any required fees)
Use of Venue (Colleges)	Within 10 working days	OSA to OVCSA to OSA
Use of Trademarks for Merchandise	Within 7 working days	OSA to OVCSA to OSA to TTBD0 (Org may proceed to TTBD0 to pay any required fees)

Please make sure that the required attachments are complete. OSA is not liable for the delay of the approval of the Organization's request due to incomplete forms or attachments.

NAME OF AGENCY : **OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS**
 NAME OF DIVISION / SECTION : **OFFICE OF THE STUDENT ACTIVITIES**
 FRONTLINE SERVICE : **VINZONS HALL VENUE RESERVATION**

STEPS	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Check calendar if there is an available slot					
2	Completely fill-out and submit the Vinzons Hall Reservation form	Receive and accept completely filled up form	1 minute	OSA Frontline Staff	None	Vinzons Hall Resrvation Form
3		Secure approval of the OSA Coordinator and Building Administrator	1 day	OSA Coordinator and Building Administrator	None	Vinzons Hall Reservation Form
4		Release form to client	1 minute	OSA Frontline Staff	None	Vinzons Hall Reservation Form