

BICOL STATE COLLEGE OF APPLIED SCIENCES AND TECHNOLOGY

Student Development Services - Office of Student Affairs
Peñafrancia Avenue, Naga City, Camarines Sur, Philippines 4400

Off Campus Activity Forms

Official Institutional Form & Clearance Package

I. PURPOSE AND GENERAL INSTRUCTIONS

CHED memorandum compliance requirements, parental consent waivers, travel insurance certificates, and itinerary

1. Completely accomplish all required fields in this document before submission.
2. Secure preliminary endorsements from the organization adviser and department head.
3. Submit completed documentation to the SDS Office at least five (5) working days prior to the intended activity or clearance deadline.

II. DOCUMENT CHECKLIST & ATTACHMENTS

- ☐ Official Activity Proposal and Program Flow
- ☐ Itemized Financial Budget and Resource Allocation Plan
- ☐ List of Participating Students with Valid Enrolled Status
- ☐ Parent / Guardian Consent Waivers (for Off-Campus Activity)
- ☐ Campus Facility & Sound System Clearance Form

III. SDS VERIFICATION & APPROVAL STAMP

Verified by Student Development Services: _____ Date: _____

Contact SDS Office: sds@biscast.edu.ph | Tel: (054) 881-2231 | Ground Floor, SDS Bldg.