

CITIZEN'S CHARTER
UNIVERSITY STUDENT SERVICES OFFICE
VSU, Visca, Baybay, Leyte

VISION: Model center of support for the total development of student
MISSION: Providing challenging learning environment; fostering colorful campus life; and enhancing student development and welfare.

PROCESSING OF ACTIVITY PERMIT

Dean of Students: Prof. Manolo B. Loreto, Jr.
Student Organizations & Activities Section In charge: Ms. Christie Cyrene T. Tauy

Student Activities must only be held upon approval from proper authorities. Permits may be revoked or cancelled whenever the circumstance so warrant, provided that reason(s) for such action is clearly indicated and explained to the students.

I Required Documents

- a. Processing of Activity Permit
 - 1. Activity Permit
 - 2. Waiver in cases where activities are held outside VSU campus
 - 3. A financial/budget allocation should accompany income generating projects and activities which requires contributions

II Schedule of Availability of Service

From Monday to Friday between 8:00 am to 12:00 noon and 1:00 pm to 5:00pm

III Procedure

STEP	APPLICANT/CLIENT	OFFICE ACTIVITY	DURATION	PERSON-IN-CHARGE
1	Fill up forms and secure the necessary signatories (president & adviser of the organization, person-in-charge of the building)	Releases forms and facilitates the filling up of information	30 minutes	CCTauy
2	Accomplished forms should be submitted for evaluation to the Student Organizations & Activities Section at least one day (24hrs) before the activity	Checks and evaluates the documents and recommends for approval	5 minutes	CCTauy
3	Proceed to the Dean of Students for approval	Approves permits	5 minutes	MBLoreto
4	Leave one copy of the approved activity at the USSO and distribute the other copies to the following as applicable: Security Office, Person in-charge of the building, secretary of the organization, etc.		15 minutes	

PROCESSING OF FIELD TRIP PERMIT

University Student Services Office

No field/educational trips and other off-campus activities shall be allowed unless approved by proper authorities of the University.

Field trips are strongly discouraged during school days, except during class hours or free time of the students. However, if field trip is one of the course requirements, it should be included in the syllabus.

I Required Documents

1. Field Trip Proposal to be submitted in the beginning of the semester
2. A written request addressed to the President through the Vice President for Academic Affairs (OVPI) and duly recommended by the Dean of Students
3. Application forms
4. Part A Annex of CMO 17 s. 2012
 - Permission/Approval or acceptance from the company/place to be visited
 - Itinerary of Travel
 - Estimated expenses per student
 - Risk Assessment/Survey
 - Parent/Guardian consent duly notarized
 - Arrangement of classes to be made
 - Course Outline/syllabus
 - CMO 17 Annex A
5. Estimated expenses per student
6. Arrangement of classes to be missed
7. Permission/Approval or acceptance from the company/place/unit to be visited

II Schedule of availability of Service

Working days from 8:00 am to 12:00 noon and 1:00 pm to 5:00 pm

III Procedure

STEPS	APPLICANT/CLIENT	OFFICE ACTIVITY	DURATION	IN-CHARGE
1	Secure application forms at USSO & fill up necessary information	Releases forms and facilitate in the filling up of information	2 minutes	CCTauy
2	Secure the signatories of the following: Department Head Dean of the College	Signs and notifies the application forms	5 minutes	Department Head & College Dean
3	Submit the application forms along with other documents to SOAS at least three (3) days (72 hrs) before the field trip	Checks, evaluates documents and signs the waiver	10 minutes	CCTauy
4	Go to the Dean of Students for signature	Recommends for approval of the field trip permit	5 minutes	Dean of Students
5	Proceed to the Vice President for Academic Affairs for final approval	Approves field trip permits	10 minutes	VP for Academic Affairs

APPLICATION FOR RECOGNITION OF CAMPUS STUDENT ORGANIZATION
University Student Services Office

Recognition of student organizations shall be based on an evaluation conducted by the Committee on Student Organization and Activities

I Required Documents

a. For Newly Formed

1. Constitution and by-laws of the organization
2. List of charter members
3. List of officers with respective signatures
4. A copy of 2"x2" ID photo of the head of organization
5. Work plan for the school year which includes:
Name/Nature of Activity
Objectives/Goals
Proposed Date of Activity
Resources
Strategies
Target Clientele
Expected Outcome
6. List of members with respective signature
7. At least two final nominees from the faculty/staff members of VSU who shall be appointed by the President upon the recommendation of USSO as advisers of the organization
8. A P 50. 00 registration fee

b. For Existing Organizations (Renewal)

1. Revised constitution and By-laws, if any
2. Progress report (accomplishments/financial) of preceding school year signed by the president and secretary and noted by the adviser/s
3. Updated list of Officers
4. List of members with their signature
5. Work plan for the school year
6. At least two nominees from the faculty and staff members of VSU who shall be appointed as organization advisers by the president upon the recommendation of USSO
7. A copy of 2"x2" ID photo of the head of organization
8. A P 50.00 registration fee

II Schedule of availability of service

Regular Office Hours from Monday to Friday

III Processing Fee: P50.00 per organization

IV Procedure

STEPS	APPLICANT/CLIENTELE	OFFICE ACTIVITY	DURATI ON	PERSON In- CHARGE
1	Secure application forms at USSO	Releases forms	2 minutes	CCTauy
2	Pay a P50.00 registration fee at the Cash Division Office	Accepts payment	10 minutes	In-Charge
3	Submit duly accomplished forms along with other requirements to the SOAS In charge	Interviews, Checks & evaluates documents & recommends for approval	40 minutes	SOAS Committee
4	Proceed to the USSO Dean for approval of application	Approves Applications	5 minutes	Dean of Students