



## 5. Processing of Request for On-Campus Student Activities

This service can be availed by the students who wish to conduct academic and non-academic activities within campus premises subject to approval by the concerned officials.

<b>Office or Division:</b>	<b>Office of Student Services</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C</b>			
<b>Who may avail:</b>	<b>Students</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of request		Client produced.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION/S</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of request to the Office of Student Services	Receive the letter	None	1 minute	<i>OSS Staff</i> Room 208 Charlie Del Rosario Bldg
2. Validate all requirements are in order.	Review the request letter and requirements	None	2 minutes	<i>OSS Staff</i> Room 208 Charlie Del Rosario Bldg
3. Endorse the request letter to the concerned sector head	Submit letter to the OSS Director for signature and require student to sign in logbook. Create a DTS number for the request and instruct client to proceed to the VPSAS for approval.	None	2 minutes	<i>OSS Staff</i> Room 208 Charlie Del Rosario Bldg.
	<b>TOTAL:</b>	<b>PHP 0.00</b>	<b>5 minutes</b>	