



D.2 OFF-CAMPUS STUDENT ACTIVITIES

1. Processing of Student Application for Off-Campus Activities

Off-Campus Activity are activities that may be conducted by Officially Enrolled Students and Students Organizations outside the University. The Off-Campus Activity is regulated under PUP Memorandum Order No. 48, S. 2017, CHED Memo No. 26, S.2017, and CHED Memo No. 26, S.2017.

Office or Division:	Operations Section			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Officially Enrolled Students and Registered Student Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Off-Campus Checklist		At the Office of the Student Services upon submission of the Off-Campus Activity Application		
Parent's Consent Form		Issued by Office of the Student Services		
Medical Clearance		Issued by the PUP Medical Services Department		
Risk Assessment Form		Issued by Office of the Student Services for International Off-Campus Activities		
Medical History Form		Issued by Office of the Student Services for International Off-Campus Activities		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Approved and Sector VP-Endorsed Off-Campus Application to Office of the Student Services	1.1 Accept the Application	None	2 Minutes	OSS Staff (OSS Office, Charlie M. Del Rosario Building)
	1.2 Accept the CTS# in the system	None	5 Minutes	OSS Staff (OSS Office, Charlie M. Del Rosario Building)
	1.3 Stamp- Received the Application and the receiving copy of the client	None	3 Minutes	OSS Staff (OSS Office, Charlie M. Del Rosario Building)
	1.4 Log-in the application, assign Application Number, & print	None	30 Minutes	OSS Staff (OSS Office, Charlie M. Del Rosario Building)



	the Off-Campus Checklist			
	1.5 Initial Evaluation 1.5.1 Check attachments and tick on the Off-Campus Checklist	None	30 Minutes	OSS Staff (OSS Office, Charlie M. Del Rosario Building)
	1.6 Officer Evaluation 1.7 Checking of all attached requirements: giving attention to individual requirements of the students such as Medical Clearance, Insurance, and Parent's Consent 1.8 Verification with Accounting Department (for CHED Funded Educational Trips) 1.9 Issuance of Detailed Evaluation Results	None	2 Days	Chief, Students Affairs Services; OSS Director (OSS Office, Charlie M. Del Rosario Building)
	1.10 Issuance to Proponents of the Detailed Evaluation Results	None		
2. Compliance of lacking or additional requirements (if any)			Depends on Proponents	



resulting from OSS Evaluation				
	2.1 Officer Evaluation on the complied requirements	None	1 Day	Chief, Students Affairs Services; OSS Director (OSS Office, Charlie M. Del Rosario Building)
	2.2 Preparation of Additional Documents, upon compliance of all requirements: 2.3 Document Submittal Certification 2.4 CHED Form Annex A 2.5 CHED Form Annex B 2.6 Endorsement Letter to Signatories 2.7 Letter of Request to President for an endorsement to CHEDRO	None	1 Day	Chief, Students Affairs Services Approval by Office of the Student Services Director (OSS Office, Charlie M. Del Rosario Building)
	2.8 Release all documents to proponents – log in logbook and have recipient sign	None	10 Minutes	OSS Staff (OSS Office, Charlie M. Del Rosario Building)
3. Proponents to route forms issued by OSS to signatories (College Dean or			3 Days (until it reaches OP)	



Director / VPAA or VPBC / OP)				
	3.1 Receipt of the complete documents from OP including the Endorsement Letter to CHEDRO	None	0.5 Day	OSS Staff (OSS Office, Charlie M. Del Rosario Building)
	3.2 Issuance of all Documents to Proponents			
TOTAL:			7.5 Days, 1 Hours, 20 Minutes	