



Republic of the Philippines  
IFUGAO STATE UNIVERSITY  
Nayon, Lamut, Ifugao

**DEPARTMENT OF STUDENT SERVICES & DEVELOPMENT**

## **APPLICATION FOR STUDENT ACTIVITY PERMIT FLOW-CHART**

Secure Student Activity Permit Form at the DSSD.

*(The activity permit should be processed at least one (1) week before the scheduled activity. The presence of the adviser is required during the activity otherwise the activity shall not be allowed.)*



Submit the accomplished form to the following offices for endorsement & approval:

- A. USSG/Coordinator, Student Organizations & Activities;
- B. Director, DSSD *(As to proper scheduling)*;
- C. Director, General Services *(As to availability of venue)*;
- D. Director, Finance *(As to financial obligation/rental)*;
- E. Campus Director *(for Approval)*;



Copy furnish the following offices of the approved Activity Permit:

- Office of the Campus Director
- DSSD
- Security Guard & Safety Services



Submit report of the activity to the DSSD within Fifteen (15) days after the activity

Prepared By:

Approved:

**MARIE FE S. CANLAS**

DSSD Staff

**DESIREE A. BALLITOC, MSA**

Director, DSSD