



REQUIREMENT CHECKLIST: Curricular-related Activities (CMC-63)

The following documents must be prepared by the proponent faculty and must reach DSO 15 working days prior to the proposed date of off-campus activity:

Requirements	YES	NO	REMARKS
Certificate of Compliance and Report of Compliance (Annex A & B-4 copies with original signatures)	<input checked="" type="checkbox"/>		
Course Syllabus which reflects the relevance of requiring an off-campus activity	<input checked="" type="checkbox"/>		
Letter request to the president through proper channel (3 copies); FM-VSU-03	<input checked="" type="checkbox"/>		
Laboratory Exercise /Field Work guide (for field work or laboratory exercise only)	<input checked="" type="checkbox"/>		
Minutes and attendance of the meeting of the briefing and consultation with students, faculty (PIC's) and other stakeholders involved in the proposed off-campus activity; FM-VSU-07/08/09	<input checked="" type="checkbox"/>		
Copy of approved letter request for the places to be visited including coordination with LGUs/NGOs	<input checked="" type="checkbox"/>		
List of students who are joining; FM-SDS-15	<input checked="" type="checkbox"/>		
Notarized or subscribed Parents' consent (for single student) or Family consent (for married student); FM-SDS-13	<input checked="" type="checkbox"/>		
Emergency preparedness plan; FM-VSU-16	<input checked="" type="checkbox"/>		
Medical Certificate, if necessary, issued by the VSU Physician	NA		
Recommendation for Personnel-in-charge (PIC) if the group size exceeded faculty to student ratio of 1:40. At least one of the recommended PICs must be trained in First-Aid;	<input checked="" type="checkbox"/>		3 personnel incharge
Itinerary of the travel	<input checked="" type="checkbox"/>		
Schedule of fees to be collected with itemized breakdown of expenses and fund sources	NA		
Certificate of Student Insurance; c/o SAS <i>palawan</i>	<input checked="" type="checkbox"/>		
Means of group mobility:			
a. If VSU vehicle:			
➤ Trip ticket	<input checked="" type="checkbox"/>		
➤ Valid driver's license	<input checked="" type="checkbox"/>		
b. If direct hiring (franchised) vehicle			
➤ LTFRB valid certificate of franchise of the operator			
➤ Special permit from LTFRB if transportation is out-of-line			
➤ Vehicle valid registration			
➤ Valid driver's license			
➤ Certificate of road worthiness			
c. If subcontracting travel and tour operator			
➤ Travel and Tour Operator Accreditation Certificate by the DOT			
➤ Plan of Itinerary of Travel			
➤ Certification from the LTFRB for the validity of the franchise of the proposed operator, if applicable			
➤ Vehicles' updated/valid documents of registration, insurance coverage, driver's license, assurance of roadworthiness			
d. If using a motorboat			
➤ MARINA/PPA/COAST GUARD of motorboat's operator valid registration and license to ferry passengers with specified capacity			
➤ Licenses of the motorboat crew			
➤ Certificate of sea travel worthiness			

*Checked
8/22/20
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Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.