



REQUIREMENT CHECKLIST: Curricular-related Activities

The following documents must be prepared by the proponent faculty and must reach ODS 10 working days prior to the proposed date of off-campus activity:

- ☐ Certificate of Compliance and Report of Compliance (*Annex A & B-4 copies with original signatures*);
- ☐ Course Syllabus which reflects the relevance of requiring an off-campus activity;
- ☐ Letter request to the president through proper channel (3 copies);
- ☐ Laboratory Exercise /Field Work guide (*for field work or laboratory exercise only*);
- ☐ 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;
- ☐ Copy of approved letter request for the places to be visited including coordination with LGUs/NGOs
- ☐ Copy of a letter to the parents or guardians explaining the relevance of the proposed off-campus activity;
- ☐ List of students who are joining;
- ☐ Notarized or subscribed Parents' consent (for single student) or Family consent (for married student) (*Annex C*);
- ☐ Emergency preparedness plan;
- ☐ Medical Certificate, if necessary, issued by the VSU Physician;
- ☐ 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;
- ☐ Itinerary of the travel;
- ☐ Schedule of fees to be collected with itemized breakdown of expenses and fund sources;
- ☐ Certificate of Student Insurance;
- ☐ Means of group mobility:
 - a. If VSU vehicle:
 - Trip ticket
 - Valid driver's license
 - 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