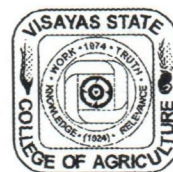


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



10 October 2000

MEMORANDUM CIRCULAR NO. 80

Series of 2000

T O: All Department/Center/Unit Heads/Faculty and Staff

R E: Revised Guidelines on Student Activities

Herewith is a copy of the revised guidelines on Student Activities to take effect immediately.

For your guidance and strict compliance.


PACIENCIA P. MILAN
President

Revised Guidelines on Student Activities

Student Organization and Activities Division, OSA

Schedule of Meetings:

- | | | |
|---------------------------------|---|-------------------------------|
| 1. Mondays (after 5:00 p.m.) | - | Civic Organizations |
| 2. Tuesdays (after 4:00 p.m.) | - | Course-Related Organizations |
| 3. Wednesdays (after 5:00 p.m.) | - | Fraternities and Sororities |
| 4. Thursdays (after 4:00 p.m.) | - | Dept./Religious Organizations |
| 5. Sundays | - | CSSC/CISB |

Student activities are NOT allowed during:

- Schooldays unless the day following said activity is a non-class day.
- Sundays, if said activity would extend beyond 9:30 p.m. unless the following day is a non-class day.
- A week before the scheduled midterm and final examinations.

Activities within the campus that are not social in nature (e.g. symposia, forums, etc.) may be allowed on weekdays/schooldays as long as the said activities do not go beyond 9:30 in the evening.

Processing of Activity Permits:

- Secure the necessary signatories (president and advisers of the organizations, department chairman, person-in-charge of the building and others concerned in the activity).
- Submit the activity permit application to the OSA at least one (1) day (24 hours) before the proposed activity except for field trips that require at least three (3) days (72 hours). After leaving one copy of the approved activity permit at the OSA, distribute the other copies to the following as applicable: ODI, Security Office, person-in-charge of the building, secretary of the organization, senior adviser of the organization, sound system, etc.
- Any activity held outside the campus requires a written request to and approved by the President through the ODI, OVPA and the OSA.
- Permits may be denied or withdrawn whenever the circumstances so warrant.
- Certification of accomplished activity duly attested by the adviser/s must be submitted within one week after the activity. Said certification shall be considered prerequisite for the approval of succeeding activity requests. Failure to submit the certification after one week without valid reason may be a cause for disapproval of succeeding permits.
- Note: For field trips, fund raising activities and initiation rites, reports of accomplished activity should be submitted to the OSA, ODI and OVPA.

FUND RAISING ACTIVITIES:

- Shall be allowed only after an activity permit is duly approved.
- Permits shall be accompanied by a budget to justify payments of tickets/contribution of members.
- Tickets must bear the OSA seal before releasing to the public for sale.

- Donations in kind from anybody at ViSCA must be on voluntary basis only. Solicitation in cash is strictly prohibited.
- Solicitations from outsiders must have the approval of the OVPA.

INITIATION RITES:

- Must be conducted only after an activity permit is duly approved by the OSA.
- Must be accompanied by a description of the activity.
- Must be within the ViSCA circumferential road in the upper campus; and within the bounds of the river fence along Lago-lago River and Kalbigaa River and Carnotes Sea in the lower campus.
- Must be done in the presence of at least one adviser.
- Permits must be accompanied by a list of neophytes.
- Must not fall within one week prior to mid-term or final examination days (including laboratory exams).
- Must strictly observe prohibition of hazing.
- An OSA representative must be present in all initiation rites.

FIELD/EDUCATIONAL TRIPS:

NO field/educational trips and other off-campus activities shall be allowed unless approved by proper authorities of the College.

Requirements:

- A written request addressed to the President through the Director of Instruction (ODI) and the Vice President for Academic Affairs (OVPA), and duly recommended by the Director of the Student Affairs (OSA).
- Application forms (to be secured from the OSA) accompanied by a waiver duly signed by all the members of the class/organization. In case of minors (those aged below 18) a written permit from their parents or guardians is required.
- Itinerary of travel.
- Permission/Approval or acceptance from the company/place/unit to be visited.
- Field trip permits must be submitted at the OSA at least three (3) days (72 hours) prior to the scheduled trip.

Field Trips are not allowed during school days, except during class hours or free time of the students.

INFORMATION BULLETINS AND ANNOUNCEMENTS:

- Must be written in English, unless announcements are intended for barrio residents or for specific occasions, with no indecent/malicious/derogatory words.
- Must be printed on writing materials not smaller than the short bond paper in cases where fines are imposed.
- Must be noted by the OSA before postings; otherwise they shall be removed by authorized persons without prior notice to organization concerned.
- Must be posted on campus bulletin boards.
- Must be removed right after the activity to allow other groups to post their bills.

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