



COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY
 DEPARTMENT OF ENGINEERING SCIENCE

ACTIVITY APPROVAL FORM
 (for student organizations)

Name of Organization:		CEAT Based? [] Yes [] No	
Title of Activity:		Date and Time of Activity:	
Description of Activity:			
Type of Activity <input type="checkbox"/> General Assembly/Meetings <input type="checkbox"/> Orientation <input type="checkbox"/> Seminar/Symposium/Forum <input type="checkbox"/> Exhibit (attach floor plan in request letter) <input type="checkbox"/> Review Sessions <input type="checkbox"/> Fund-raising activities <input type="checkbox"/> Others (specify): _____		Target Participants (check all that applies) <input type="checkbox"/> UP Students <input type="checkbox"/> UP Faculty/Staff <input type="checkbox"/> Internal Membership <input type="checkbox"/> Non-UP affiliated participants Estimated Number of Participants including organizers: _____	
Requests (check all that applies) <input type="checkbox"/> Venue in CEAT Bldg B (must secure approval of Building Administrator) specify: _____ <input type="checkbox"/> Audio-Visual equipment (e.g. projector, sound system, etc.) <input type="checkbox"/> Resource Person from DES <input type="checkbox"/> Endorsement <input type="checkbox"/> Other specific request/s: _____			
Requested by: _____ Name and Signature of Organization Representative Position in the Organization: Email address: Contact Number:		Endorsed by: _____ Name and Signature of Organization Adviser College: Unit:	
Facility clearance: Ms. Loren M. Briz Junior ICT Assistant		Recommending Approval/Dissapproval: Asst. Prof. Christian Laurence E. Aquino Chair, Student Affairs Committee	
Approved/Disapproved: Asst. Prof. Christian C. Vaso Chair, Building and Grounds Committee Chair, Department of Engineering Science			
(for staff use only) <u>Applicable rates:</u> Room rate: Utility Staff O.T.: Technician: <u>Remarks:</u>			

Instructions:

1. Requests must be submitted to the office at **least three (3) working** days before the event.
2. Accomplish this form and attach request letter addressed to Asst. Prof. Christian C. Vaso, Chair of the Department of Engineering Science.
3. Send request to lbrizbedtc@gmail.com, cc: ceaquino@up.edu.ph
4. Floor plan (if requesting for exhibit).
5. All forms must be in a single pdf file.