



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

**ACTIVITY APPROVAL FORM**

<b>NAME OF ORGANIZATION:</b>		<b>STUDENT ORGANIZATION?</b> [ ] YES [ ] NO <b>CEAT BASED?</b> [ ] YES [ ] NO	
<b>TITLE OF ACTIVITY:</b>		<b>DATE AND TIME OF ACTIVITY:</b>	
<b>BRIEF DESCRIPTION OF ACTIVITY:</b>			
<b>NATURE OF ACTIVITY</b> <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): _____		<b>TARGET PARTICIPANTS</b> <i>(check all that applies)</i> <input type="checkbox"/> UP Students <input type="checkbox"/> UP Faculty/Staff <input type="checkbox"/> Internal Membership <input type="checkbox"/> Non-UP affiliated participants  Estimated no. of participants including organizers: _____	
<b>REQUESTS</b> <i>(check all that applies)</i> <input type="checkbox"/> Venue in CEAT Building B. Specify room: _____ <input type="checkbox"/> Audio-Visual equipment (e.g. projector, sound system, etc.) Specify equipment: _____ <input type="checkbox"/> Resource Person from DES <input type="checkbox"/> Endorsement/partnership <input type="checkbox"/> Other specific request/s: _____			
<b>REQUESTED BY:</b>  _____ Organization Representative  Position in the Organization: Email address: Contact Number:		<b>ENDORSED BY:</b>  _____ Organization Adviser <i>(For student organizations)</i>  COLLEGE: UNIT:	
<b>FACILITY CLEARANCE:</b> <i>(If with facility request)</i>         <div style="text-align: center;"><b>MR. ANGELO C. TORRES</b> Junior ICT Assistant</div>		<b>RECOMMENDING APPROVAL / DISSAPPROVAL:</b> <i>(For student organizations)</i>         <div style="text-align: center;"><b>ASST. PROF. CHRISTIAN LAURENCE E. AQUINO</b> Chair, Student Affairs Committee</div>	
<b>APPROVED / DISAPPROVED:</b>         <div style="text-align: center;"><b>ASST. PROF. CHRISTIAN C. VASO</b> Building Administrator and Chair Department of Engineering Science</div>			
<i>(for staff use only)</i> <b>Applicable rates:</b> ROOM RATE: UTILITY STAFF O.T. FEE: TECHNICIAN O.T. FEE:  Remarks:			

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 [actorres7@up.edu.ph](mailto:actorres7@up.edu.ph) (For student organizations, cc: [ceaquino@up.edu.ph](mailto:ceaquino@up.edu.ph))
4. Floor plan (if requesting for exhibit).
5. All forms must be in a single pdf file.