



# Frontline Services

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Signing of Activity Permit

**OFFICE OF THE STUDENT SERVICES (OSA)**

# Signing of Activity Permit

Schedule of Availability of Service

Monday to Friday  
8:00am – 5:00pm

Who may avail of the Service:

Student Organizations

What are the requirements:

Activity Permit

Duration:

2 minutes

How to avail of the Service:

Step	Applicant/Client	Office Activity	Duration of Activity	Fees and Charges	Person In-Charge
1	Present the activity permit signed by the Student organization president, College Dean, and Student Organization Adviser.	Check the Student permit if properly signed by the authorities.	5 minutes		Frederick Von Ibasco
2		Signing of Activity Permit	1 minute/client		Frederick Von Ibasco John N. Cabansag

End of Transaction (OSA)