Frontline Services

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:**

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

**End of Transaction (OSA)**