



ILOILO DOCTORS' COLLEGE

West Avenue, Molo, Iloilo City

OFFICE OF STUDENT/ALUMNI AFFAIRS & SPORTS DEVELOPMENT

REQUEST PERMISSION FOR FIELD TRIP / OFF CAMPUS ACTIVITY

_____ Date

We would like to ask permission to go on a field trip/ conduct off campus activity.

1. Nature of Activity _____

2. Inclusive Dates: _____
3. Duration of Activity: _____
4. Venue/Destination: _____
5. Justification: _____

Please attach the following:

- a. For Academic Requirements – letter of approval by the Dean and Office of the Vice President for Academic Affairs
- b. For Non-Academic Requirements – letter of approval by the Dean and Office of the Vice President for Student, Alumni Affairs & Sports Development
- c. Budget for the activity/ student to include the following if applicable:
 - 1) Air/sea/land fare
 - 2) Accommodation
 - 3) Food allowance
 - 4) Registration fees
 - 5) Other transportation fee
 - 6) Incidental fees (honorariums/token etc.)
 - 7) Funded by:
 - Student
 - Departmental Funds
 - Student Council Funds
 - School
 - Others (specify): _____
 - 8) Others (specify): _____
- d. Travel Plans
- e. Itinerary
- f. Housing Plans
- g. List of participating students stating their course and year level with attached waiver.
- h. List of accompanying persons and position.

Prepared by:

Faculty Adviser Signature over printed name

Contact Number

Recommending Approval:

Dean

Head, Co-curricular Programs & Activities

Approved:

Vice President for Student, Alumni Affairs & Sports Development

Vice President for Academic Affairs