



MEMORANDUM

No. 11 Series of 2024

DATE : 22 August 2024
TO : Magsaysay College Community
RE : *Guidelines for Student Activities On and Off Campus*

I am pleased to announce that we have initiated the revision process for the guidelines governing student activities on and off campus. These revisions are being made in alignment with our established school structures, the student handbook, and the relevant CMO mandates, to ensure that our procedures remain current and effective.

This memo serves as a reminder regarding the procedures for organizing and conducting student activities both on and off the Magsaysay College campus.

- All student extracurricular activities, both on and off campus, must conclude by 10:00 in the evening, as outlined in the "Code of Conduct and Student Responsibilities" in the student handbook.
- Two weeks prior to the activity, the club or organization adviser or coordinator shall submit the activity proposal and request letter (if student contributions are involved) to the Office of SSC and the OSLF for checking. The proposal must then be approved by the VPAA and College President before securing the venue.
- All required attachments, including (request letter stipulating the student's contribution, activity proposal using the institutional format, the RACI method highlighting the person in charge in each deliverable) should be submitted and presented to the approving body.
- The organizing body for off-campus activities must provide each student with a *parent's consent* form and *waiver*. These documents, which must be signed by the student's parent or guardian, are required for the student to participate in the activity (CMO 63, Series 2017).
- Signatories are as follows: prepared by the club/organization adviser, reviewed by the program chair, noted by the SSC Adviser and SLF Director, endorsed to College/Program Dean, recommending approval by VPAA, and final approved by the College President.
- **Activity Output Report (AOR)** should be submitted to the OSLF with a copy of the program evaluation two weeks after the activity.

Thank you for your attention to these guidelines. Your cooperation is vital for conducting student activities smoothly and safely. For questions or clarifications, please reach out to the Office of Student Life and Formation.

La Omnipresencia de Dios!

(Sgd)

Ricky S Tadlip, PhD
College President