


VERSION NO. 1	MANUAL TITLE STUDENT AFFAIRS MANUAL	DOCUMENT NO. SAM 3.1
	DOCUMENT NAME	REVISION NO. 01
	APPROVAL OF ACTIVITY PROPOSAL	EFFECTIVITY DATE SEPTEMBER 4, 2018
		PAGE NO. 1 of 7

1.0 OBJECTIVES

- 1.1 To ensure smooth processing of activity proposals.
- 1.2 To monitor all extra-curricular and co-curricular activities of students.
- 1.3 To comply with Commission on Audit (COA) requirements on activities requiring school funding.

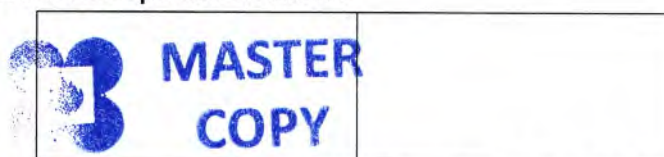
2.0 SCOPE


This procedure applies to the steps in securing activity proposals for both extra-curricular and co-curricular activities.

3.0 POLICIES

3.1 Extra-Curricular Activities

- 3.1.1 Extra-curricular activities refer to competitions, exhibits, trainings, outreach activities and other similar activities where the presence and/or participation of students, under the supervision of a school employee, are required to represent the school in any forum that involves representatives from other institution(s), whether organized by the school or by outside institutions.
- 3.1.2 Extra-curricular activities are further defined as activities that are neither required by the courses in the curriculum of the PSHS System nor have any bearing whatsoever on the grades of students in these courses.
- 3.1.3 These activities are supervised by the teachers/advisers/sponsors from the planning stage to the implementation of the activity.
- 3.1.4 Extra-curricular activities are activities sponsored by clubs and other interest groups. These activities aim to develop students' leadership, talents, and other special abilities.

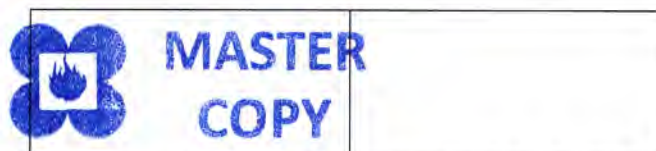



VERSION NO. 1	MANUAL TITLE STUDENT AFFAIRS MANUAL	DOCUMENT NO. SAM 3.1
	DOCUMENT NAME APPROVAL OF ACTIVITY PROPOSAL	REVISION NO. 01
		EFFECTIVITY DATE SEPTEMBER 4, 2018
		PAGE NO. 2 of 7

- 3.1.5 In student extra-curricular activities, the role of a school employee (referred to as a coach hereon) can be as a coach, facilitator, chaperone, organizer, resource person and any other functions that is/are essential to the accomplishment of the aims of the activity.
- 3.1.6 The participation of the student in the extra-curricular activity must be approved by the Campus Director before the said event through a request by the coach. The request must be duly recommended by the Chief of the involved division, and in the case of the Curriculum and Instruction Division (CID), an accompanying recommendation by the Academic Unit Head will be necessary.
- 3.1.7 Scholars may organize their own extra-curricular activities such as assemblies, leadership trainings, and socialization activities with the approval of the school authorities. The organizers of said activities should see to it that there are teachers/advisers present to supervise the activities. Off-campus activities require parents' permit and at least one (1) Teacher-Chaperone for every 15 students. Attendance in extra-curricular activities, while not required, is encouraged.

3.2 Co-curricular Activities

- 3.2.1 Co-curricular activities are offshoots of academic programs sponsored and/or participated in by the Academic Units. These activities aim to support instruction and academic activities.
- 3.2.2 The various Academic Units may sponsor co-curricular activities that require the participation of scholars. These need prior endorsement from the CID Chief.
- 3.2.3 Regular classes during these days may be selectively suspended by the Campus Director to enable the scholars to prepare for and participate in the activities.



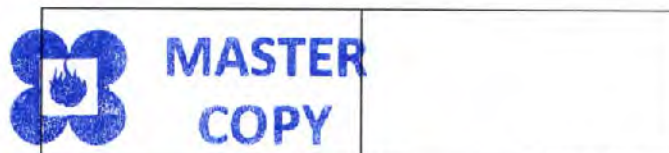
VERSION NO. 1	MANUAL TITLE STUDENT AFFAIRS MANUAL	DOCUMENT NO. SAM 3.1
	DOCUMENT NAME APPROVAL OF ACTIVITY PROPOSAL	REVISION NO. 01
		EFFECTIVITY DATE SEPTEMBER 4, 2018
		PAGE NO. 3 of 7


3.3 Approval and Coordination

- 3.3.1 The Division of Student Affairs (DSA) shall coordinate both the co-curricular and extra-curricular activities.
- 3.3.2 The CID shall evaluate and recommend the approval of all co-curricular activities.
- 3.3.3 The DSA shall evaluate and recommend the approval of all extra-curricular activities.
- 3.3.4 The Campus Director shall approve all co-curricular and extra-curricular activities.
- 3.3.5 The Homeroom Coordinator shall evaluate and recommend to the DSA all Homeroom Program activities.
- 3.3.6 The ALA/Club Coordinator shall evaluate and recommend to the DSA all ALA/club-related activities.
- 3.3.7 The Science Immersion Coordinator shall evaluate and recommend to the Campus Director or authorized/designated personnel all Science Immersion Program (SIP) and SIP-related activities.
- 3.3.8 The SCALE Coordinator shall evaluate and recommend to the Campus Director or authorized/designated personnel all SCALE and SCALE-related activities.

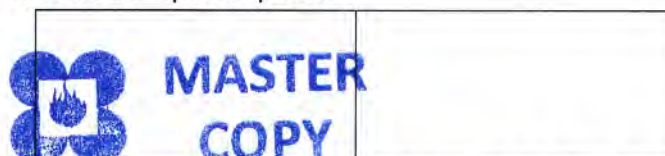
3.4 Implementing Guidelines


- 3.4.1 Major activities should be included in the annual program of activities. Exception shall be decided on a case to case basis.
- 3.4.2 Co-curricular and extra-curricular activities should be in consonance with school objectives, policies and student welfare.
- 3.4.3 The proposed activity shall not, as much as possible, affect classes.



VERSION NO. 1	MANUAL TITLE STUDENT AFFAIRS MANUAL	DOCUMENT NO. SAM 3.1
	DOCUMENT NAME	REVISION NO. 01
	APPROVAL OF ACTIVITY PROPOSAL	EFFECTIVITY DATE SEPTEMBER 4, 2018
		PAGE NO. 4 of 7

- 3.4.4 The advisers/sponsors shall supervise the activities from the planning stage to the implementation of the same.
- 3.4.5 Activity proposal shall be filed at least 10 calendar days before the activity.
- 3.4.6 Facilities and equipment shall be made available through the Finance and Administration Division (FAD) Chief, only when the activity is approved.
- 3.4.7 For various campus activities with budgetary requirements, the line-item budget should be included in the proposal.
- 3.4.7.1 If the activity requires funding from the school, it should be certified by the Budget Officer for availability of funds. The budgetary requirements should be included in the PPMP/APP. A supplemental APP/PPMP shall be prepared as needed within reglementary period.
- 3.4.7.2 If the activity requires collection of funds, it should be indicated in the proposal. The said collection of funds should be reflected in the year-end financial report of the organizers.
- 3.4.7.3 For activities that require procurement of materials by the Supply and Property Management Unit, the organizer shall comply with the guidelines set in the Finance and Administration Manual (FAM).
- 3.4.8 The Activity Proposal Form shall be submitted for any proposed activity.
- 3.4.9 The activity proposal shall be evaluated on the following criteria:
- 3.4.9.1 Alignment of objectives with school's mandate
- 3.4.9.2 Alignment with school calendar
- 3.4.9.3 Availability of venue
- 3.4.9.4 Availability of intended participants



VERSION NO. 1	MANUAL TITLE STUDENT AFFAIRS MANUAL	DOCUMENT NO. SAM 3.1
	DOCUMENT NAME APPROVAL OF ACTIVITY PROPOSAL	REVISION NO. 01
		EFFECTIVITY DATE SEPTEMBER 4, 2018
		PAGE NO. 5 of 7

3.4.9.5 Availability of funds

3.4.10 All activities shall require a teacher-sponsor who shall supervise the implementation of the said activity.

3.4.11 For off-campus activities, there shall be at least one teacher/staff assigned to fifteen (15) students.

3.4.12 For activities conducted off-campus and/or outside regular class hours, parental consent shall be needed.

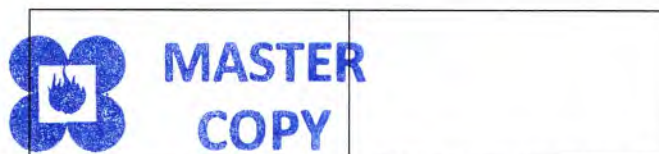
3.4.13 Proper waste management shall be observed for all activities.


3.5 Unforeseen Circumstances and Superseding Policies

3.5.1 In the event of unforeseen circumstances involving extra-curricular and co-curricular activities not specifically covered by the above mentioned policies, the matter shall be referred for resolution to the Management Committee.

4.0 PROCEDURES

<u>Responsibility</u>	<u>Activity</u>
Organizer	1. Accomplishes Activity Proposal Form. 2. Submits the proposal to appropriate office.
DSA Chief	3. Receives and records submitted proposal. 4. Evaluates submitted proposal. 5. Endorses to concerned Division Chief/office for recommendation.
Division Chief/Office concerned	6. Receives and records endorsed proposal.

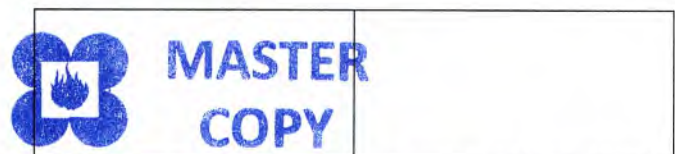



VERSION NO. 1	MANUAL TITLE STUDENT AFFAIRS MANUAL	DOCUMENT NO. SAM 3.1
	DOCUMENT NAME APPROVAL OF ACTIVITY PROPOSAL	REVISION NO. 01
		EFFECTIVITY DATE SEPTEMBER 4, 2018
		PAGE NO. 6 of 7

<u>Responsibility</u>	<u>Activity</u>
Division Chief/Office concerned	7. Evaluates proposal and submits recommendation to OCD.
	8. Endorses to Finance and Administration Division (FAD) – Accounting Unit for certification of availability of fund.
Accountant	9. Receives and records endorsed proposal.
	10. Evaluates submitted proposal and certifies availability of fund.
	11. Endorses to Office of the Campus Director (OCD) for approval.
OCD Secretary	12. Receives and records endorsed proposal.
Campus Director	13. Evaluates and acts on the proposal.
OCD Secretary	14. Returns approved proposal to Division of Student Affairs/Office concerned and Organizer.
DSA/Office concerned	15. Files approved proposal for monitoring and provides copies to concerned offices.
Organizer	16. Files copy for post activity processes.

5.0 LIST OF FORMS AND REPORTS

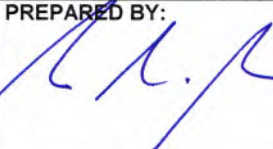
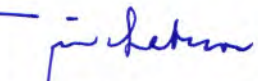

- 5.1 Forms
 - 5.1.1 Activity Proposal Form
- 5.2 Reports
 - None



VERSION NO. 1	MANUAL TITLE STUDENT AFFAIRS MANUAL	DOCUMENT NO. SAM 3.1
	DOCUMENT NAME APPROVAL OF ACTIVITY PROPOSAL	REVISION NO. 01
		EFFECTIVITY DATE SEPTEMBER 4, 2018
		PAGE NO. 7 of 7

6.0 REVISION HISTORY

DCR No.	Section	Amendment/s	Revision No.	Implementation Date
		-Initial Implementation-	0	December 5, 2016
DCR No. 18-00-033	3.3.7	Replaced provision as follows: The Science Immersion Coordinator shall evaluate and recommend to the Campus Director or authorized/designated personnel all Science Immersion Program (SIP) and SIP-related activities	01	September 4, 2018
	3.3.8	Replaced provision as follows: The SCALE Coordinator shall evaluate and recommend to the Campus Director or authorized/designated personnel all SCALE and SCALE-related activities.-		
	4.8	Changed "Budget Unit" to "Accounting Unit to certify availability of fund.		
	4.9	Changed Budget Officer to Accountant to receive and record endorsed proposal from the Division Chief/Office concerned		

PREPARED BY: 	APPROVED BY: 	 MASTER COPY
---	---	--

(c) 2016 Philippine Science High School; all rights reserved. This document may contain proprietary information and may only be released to third parties with approval of management. Document is uncontrolled unless otherwise marked; uncontrolled documents are not subject to update notification.