

Processing of Request for Activity Permit and Conference Room and Studio Reservation

Schedule of Availability of Service : Monday to Friday (8:00 a.m. to 5:00 p.m.)
except non-working holidays

Who May Avail of the Service : UP Manila students/employees/faculty

What are the Requirements : Activity Permit Form

Duration : 3 minutes and 1 second (*if the schedule for the use of conference room/studio during office hours only*)

How to Avail of the Service:

Step	Applicant	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Secures Acvtivity Permit Form at OSA	Issues activity permit form	30 seconds	Administrative Asst. II	Free of charge	Activity Permit
2		Explains the procedure	1 minute	Administrative Asst. II	- 0 -	
3	Submits accomplished and signed Activity Permit form	Accepts the fully accomplished form for OSA approval	1 minute	OSA Director	- 0 -	Activity Permit
4		<i>if the schedule for the use of conference room/studio during office hours only</i> Logs and returns the duly OSA signed/approved form to the applicant	30 seconds	Administrative Asst. II	- 0 -	Activity Permit
5	Receives the OSA signed/approved activity permit		1 second	Applicant	- 0 -	Activity Permit
END OF TRANSACTION						

Duration : 18 minutes <i>(if the schedule for the use of conference room/studio beyond office hour/weekends or holidays)</i>						
6		<i>if the schedule for the use of conference room/studio beyond office hour/weekends or holidays)</i> Forwards the duly OSA signed form to CPDMO for computation of utility fee and space rental	2 minutes	Student Assistant	- 0 -	Activity Permit
7		Computes the fee	2 minutes	CPDMO Staff	- 0 -	Activity Permit
8		Forwards the CPDMO computation to the OVCA for final approval	2 minutes	CPDMO Staff	- 0 -	Activity Permit
9		Approves the computation made by CPDMO	1 minutes	Vice Chancellor for Administration	- 0 -	Activity Permit
10		Returns to OSA the activity permit	2 minutes	CPC staff	- 0 -	Activity Permit
11		Issues the approved permit with the computation of utilities to be paid to the applicant	1 minute	Administrative Asst. II	- 0 -	Activity Permit
12	Receives the activity permit with the computation prepared by CPDMO and pays to the cashier		2 minutes	Applicant	Computed amount by CPDMO	Activity Permit
13	Receives payment and issues official receipt		2 minutes	Cashier	- 0 -	Activity Permit Official Receipt
14	Receives the official receipt and return to OSA		2 minutes	Applicant	- 0 -	Activity Permit Official Receipt
15		Receives the approved activity permit together with the official receipt for recording to the log book	1 minute	Administrative Asst. II	- 0 -	Activity Permit Official Receipt
16		Returns to the applicant the approved activity permit and official receipt	30 seconds	Administrative Asst. II	- 0 -	Activity Permit Official Receipt
17	Receives the approved activity permit and official receipt		30 seconds	Applicant	- 0 -	Activity Permit Official Receipt
END OF TRANSACTIONS						