



CENTRAL PHILIPPINE UNIVERSITY
Jaro, Iloilo City Philippines

Date _____

President
Central Philippine University
(Through Channels)

Dear _____:

I would like to request permission for our class(es) in _____
_____ to go on a field trip/study tour/excursion/outing. The details are as follows:

Purpose: _____

Date of the Field Trip/Study Tour/Excursion/Outing: _____

Estimated Date & Time of Departure: _____

Estimated Date & Time of Return: _____

Place(s) to be visited: _____

Number of Students: _____

Number of Faculty/Staff (1 for every 25 pupils/students): _____

The following requirements together with this form will be submitted to the office of the
VPAA:

1. Properly filled waiver for each student.
2. Evidence that each student is covered by accident insurance.
3. List of pupils/students and faculty expected to join the field trip.
4. Copy of communication to teachers whose classes may be affected by the field trip.

No pupil/student will be permitted to join the field trip, who is not covered by the above four (4) requirements. Furthermore, I understand that it is my responsibility to require everyone who joins the field trip to conduct himself/herself according to the rules and regulations of the University, such as the none use of alcoholic beverages and prohibited drugs.

I trust that this request meets with your approval. Thank you!

Respectfully yours,

Faculty Coordinator

Endorsement

Respectfully forwarded to the President, Central Philippine University recommending approval of the above request.

Department Chairperson

Dean/Principal

VPAA

Approved: _____
President

- Notes:
1. Request for approval of field trips and similar activities outside Iloilo City should be submitted **at least three weeks** before the activity.
 2. Field trip report forms should be submitted to the offices of the Dean and the VPAA not later than two days after the trip.
 3. For other relevant regulations, see the **Academic Manual**, pages 31-32.