

CENTRAL PHILIPPINE UNIVERSITY  
Jaro, Iloilo City Philippines

Date \_\_\_\_\_

\_\_\_\_\_  
Vice President for Academic Affairs  
Central Philippine University  
(Through Channels)

Dear Sir:

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 four (4) requirements listed above. 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 Vice President for Academic Affairs, Central Philippine University recommending approval of the above request.

\_\_\_\_\_  
Department Chairperson

\_\_\_\_\_  
Dean/Principal

Approved: \_\_\_\_\_  
VPAA

- Notes:
1. Request for approval of field trips and similar activities within Iloilo City should be submitted at **least two 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.