

### PERMIT FOR POSTING OF ANNOUNCEMENT(S) / ADVERTISEMENT(S)

1. THIS FORM MUST BE FILLED OUT AND MUST BE ORALLY APPROVED PRIOR TO POSTING ANNOUNCEMENTS, NOTICES AND SIGNAGES.
2. REQUESTER SHALL BE RESPONSIBLE FOR THE MOUNTING AND REMOVAL OF THE ANNOUNCEMENTS, NOTICES AND SIGNAGES.
3. REQUESTER SHALL REMOVE THE ANNOUNCEMENTS, NOTICES AND SIGNAGES ON THE DUE DATE INDICATED ON THIS PERMIT.
4. ANNOUNCEMENTS REQUESTED BY STUDENT ORGANIZATIONS MUST BE ENDORSED BY THE ADVISER, AND THE CONTENT MUST BE APPROVED BY THE DIRECTOR FOR STUDENT SERVICES.
5. ANNOUNCEMENTS INTENDED FOR EMPLOYEES AND STAFF MUST BE ENDORSED BY THE HUMAN RESOURCES MANAGEMENT OFFICE (HRMO).
6. REQUEST FOR ANNOUNCEMENT TO BE DISPLAYED ON THE ELECTRONIC BULLETIN BOARD MUST BE APPROVED BY THE CSCE DIRECTOR TO ENSURE ACCOMMODATION OF THE REQUEST.
7. REQUESTER SHALL ATTACH A COPY OF THE ANNOUNCEMENT, NOTICE OR SIGNAGE TOGETHER WITH THIS PERMIT (FOR THE ANNOUNCEMENTS PRINTED ON PAPER, ATTACH COPY TOGETHER WITH THIS FORM, FOR ELECTRONIC ANNOUNCEMENTS, PROVIDE SOFT COPY TO CNSTP).

<b>REQUESTER (FULL NAME)</b>	<b>OFFICE/DEPT/COLLEGE</b>	<b>DATE OF FILING</b>

<b>TITLE OF ANNOUNCEMENT</b>	<b>DURATION OF POSTING</b>
	<input type="checkbox"/> <b>SINGLE DATE</b> <b>DATE:</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
<b>INTENDED READER</b>	<input type="checkbox"/> <b>MULTIPLE DATES</b> <b>FROM:</b> <span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span> <b>TO:</b> <span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span>
<input type="checkbox"/> STUDENTS <input type="checkbox"/> FACULTY MEMBERS <input type="checkbox"/> EMPLOYEES <input type="checkbox"/> PARENTS / GENERAL PUBLIC	<input type="checkbox"/> <b>WHOLE TERM</b> <input type="checkbox"/> <b>WHOLE SCHOOL YEAR</b>

ENDORSEMENT OF ACTIVITY AND REQUEST FOR ANNOUNCEMENT			
<b>DESIGNATION OF RECOMMENDING AUTHORITY</b>			
<input type="checkbox"/> DIRECTOR FOR STUDENT SERVICES	<input type="checkbox"/> HRMO MANAGER	<input type="checkbox"/> COLLEGE DEAN/DEPT. HEAD	<input type="checkbox"/> FACULTY ADVISER
<input type="checkbox"/> <b>AUTHORIZED</b> <input type="checkbox"/> <b>NOT AUTHORIZED</b>		<b>REMARKS</b>	

SIGNATURE OVER PRINTED NAME OF RECOMMENDING AUTHORITY / DATE

<b>TYPE OF ANNOUNCEMENT</b>	<b>CONDITIONS FOR APPROVAL / REMARKS</b>
<input type="checkbox"/> PAPER AND BULLETIN BOARD POSTINGS <input type="checkbox"/> TARPAILINS FOR INDOOR POSTING <input type="checkbox"/> TARPAILINS FOR OUTDOOR POSTING	
<b>APPROVED BY:</b>	
_____	
<b>ADMINISTRATIVE OFFICER / DATE</b>	
<input type="checkbox"/> <b>ELECTRONIC ANNOUNCEMENTS</b>	
<b>APPROVED BY:</b>	
_____	
<b>DIRECTOR, CENTER FOR CNSTP / DATE</b>	

FORM OVPA-008A