



ATENEUM DE MANILA UNIVERSITY  
LOYOLA SCHOOLS  
Office of Student Activities

04 May 2023

TO : ALL STUDENT GROUPS AND ORGANIZATIONS

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SUBJECT : GUIDELINES FOR LIMITED OFF-CAMPUS STUDENT ACTIVITIES

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The Loyola Schools Office of Student Activities (LS OSA) recognizes the significance of off-campus activities in the holistic growth and development of our students.

LS OSA has devoted significant effort in working towards complying with the guidelines set forth by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), Commission on Higher Education (CHED), Department of Health (DOH), our partner Local Government Units (LGU), and other relevant government agencies in evaluating the feasibility of off-campus student activities that can be approved for implementation.

After months of preparation and meticulous evaluation, we are delighted to inform the community of the release of the Guidelines for Limited Off-Campus Student Activities. These guidelines are in accordance with the General Guidelines on the Conduct of Off-campus Activities of the Ateneo de Manila University as Approved by the President's Council on 8 October 2018 (<http://go.ateneo.edu/Guidelines-OffCampusActivities>) and the Guidelines for Off-Campus Activities, First Semester, SY 2022-2023 released 02 September 2022 by the Vice President for the Loyola Schools.

We encourage everyone to familiarize yourselves with the guidelines and comply with them accordingly. For student groups and organizations intending to submit proposals for off-campus activities, please schedule a meeting with your assigned OSA Formator for further briefing on these guidelines.

Thank you for your cooperation.



## **GUIDELINES FOR LIMITED OFF-CAMPUS STUDENT ACTIVITIES**

### **RATIONALE / OBJECTIVES**

In line with the University's transition to onsite work and classes, as well as other face-to-face interactions beyond the campus, these guidelines are issued to ensure that student organizations observe the requisite health and safety protocols. All students are expected to strictly observe these guidelines while conducting off-campus activities.

### **SCOPE**

These guidelines cover all student groups and organizations allowed to conduct in-person, off-campus activities. In compliance with CHED guidelines, the University will allow off-campus student activities that sufficiently comply with the following guidelines.

### **GUIDELINES**

#### **1. COMPLIANCE STATEMENT**

- 1.1. The University shall comply with the guidelines issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), Commission on Higher Education (CHED), Department of Health (DOH), the Local Government Unit (LGU) and other relevant government agencies in determining the viability of each off-campus student activity to be approved for implementation.
- 1.2. All off-campus activities are prohibited when the National Capital Region or the area where the off-campus activity will take place is at COVID Alert Level IV or higher; when CHED, the local government, or other relevant government agency so requires; or when the university administration deems it unsafe to proceed with off-campus activities due to COVID or other safety and security concerns.
- 1.3. These guidelines follow the General Guidelines on the Conduct of Off-campus Activities of the Ateneo de Manila University<sup>1</sup> and the Guidelines for Off-Campus Activities, First Semester, SY 2022-2023<sup>2</sup>.

#### **2. OFF-CAMPUS ACTIVITIES**

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<sup>1</sup> Read full guidelines [here](#)

<sup>2</sup> Read full guidelines [here](#)

## 2.1. Definition of Off-Campus Activities and Approving Authority

- 2.1.1. Off-Campus Activities shall be defined as official and authorized activities which include curricular and non-curricular activities undertaken within the Philippines but outside the premises of the Ateneo de Manila University.<sup>3</sup>
- 2.1.2. Officially accredited student groups and organizations, including the Council of Organizations of the Ateneo - Manila (COA-M), the Sanggunian and its units, and the Confederation of Publications and the Aegis, intending to conduct off-campus activities must seek approval from the Office of Student Activities (OSA).
- 2.1.3. All other registered but not accredited student groups and organizations must seek approval from their respective Faculty Moderators or home departments/offices.

## 2.2. Participation Protocols

- 2.2.1. Attendance to approved off-campus activities should not be mandatory for members of the organization. Alternative options must be made available by the organizing committee for members to participate in the activities off-site/online.
- 2.2.2. Students who were given permission to remain online may not participate in off-campus activities.<sup>4</sup>
- 2.2.3. Any student with a COVID-19 symptom shall not join in-person student organization activities, whether on-campus or off-campus, and is advised to inform the Office of Health Services (OHS) of present symptoms as a proactive measure to prevent the possible spread of COVID-19.

## 2.3 Safety Officer

- 2.3.1 A Safety Officer must be assigned per off-campus activity of each student organization. **The Safety Officer must be a bonafide member of the organization.** They will be the main point person to oversee, coordinate, and facilitate their organization's compliance with all requirements and

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<sup>3</sup> [Definition of Terms, A, p.1](#)

<sup>4</sup> [Additional Regulations, p.2](#)

assist their OSA Formator and Faculty Moderator in monitoring the organization's adherence to health protocols during the off-campus activity. The main tasks of the Safety Officer are:

2.3.1.1 To facilitate the accomplishment of the Self-Assessment Checklist on Readiness of Student Organization to Conduct Off-Campus Activities, the Risk Assessment and Management Plan<sup>5</sup>, and the Parental Notification Form<sup>6</sup>.

2.3.1.2 To coordinate with and assist their Faculty Moderator and OSA Formator in monitoring their organization's adherence to health protocols.

2.3.1.3 To inform and coordinate with the OHS as soon as possible should there be attendees that test positive for COVID-19 as well as other health-related emergencies not covered by these guidelines.

2.3.1.4 To lead in the organization's compliance with all other University requirements for off-campus activities.

## 2.4 Approval of Off-Campus Student Activities<sup>7</sup>

2.4.1 Student organizations that intend to conduct in-person activities outside of campus premises must accomplish the following:

2.4.1.1 Submit a project proposal to the Office of Student Activities (OSA) through the [OSA online submissions portal](#) and secure approval.

2.4.1.1.1 All student organizations and their project teams are advised to closely coordinate with their assigned OSA Formator throughout the project planning

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<sup>5</sup> Access the form [here](#)

<sup>6</sup> Access the form [here](#)

<sup>7</sup> Applicable to student orgs under the supervision of OSA. Registered organizations not under OSA (e.g. student arms of offices and unaccredited organizations) must coordinate with their moderator who will be responsible for the endorsement, approval, and supervision of their activities.

and execution to ensure compliance with all points indicated in the Readiness Checklist (attached below).

2.4.1.2 Once the project proposal is approved, student organizations are to coordinate with their respective Moderator as the Person-in-Charge (PIC)<sup>8</sup> by default.

2.4.1.2.1 The Moderator as PIC or a qualified individual must be present during the off-campus activity<sup>9</sup>.

2.4.1.2.2 The Safety Officer, along with appropriate officers of the student organization, must accomplish the Risk Assessment and Management Plan. After accomplishing the form, they must submit it to their Faculty Moderator for review, further discussion, and approval. The Faculty Moderator signifies their approval by affixing their signature on the form.

2.4.1.2.3 The Safety Officer must prepare the Parental Notification Form for distribution to all participants who are officially enrolled students. Each participant must have their parent or legal guardian sign the reply slip and must submit this back to the Safety Officer.

2.4.1.2.4 Both duly signed Risk Assessment and Management Plan and Parental Notification Form reply slips must be submitted by the Safety Officer to OSA not less than two (2) weeks before the date of the off-campus activity.<sup>10</sup>

2.4.1.2.5 Students who fail to submit a Parental Notification Form reply slip that is signed by their parent or legal guardian are prohibited from joining the off-campus activity.

2.4.2 Student organizations that fail to comply with the project approval process and/or fail to submit the appropriate forms by the prescribed deadline may not conduct their planned off-campus activity. These

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<sup>8</sup> [Defintion of Terms, E. p.2](#)

<sup>9</sup> [Policies, Part 1 Before the Off-Campus Activity, G, p.4](#)

<sup>10</sup> [Policies, Part 1 Before the Off-Campus Activity, C. p.3](#)

organizations are advised to coordinate with their OSA Formator for remedies.

2.4.3 Off-campus activities must comply with applicable IATF and CHED regulations on maximum capacity for indoor and outdoor activities depending on Alert Levels.

2.4.3.1 Alert Level 1: Full indoor and outdoor venue capacity

2.4.3.2 Alert Level 2: Maximum 50% indoor capacity and 70% outdoor capacity

2.4.3.3 Alert Level 3: Maximum 30% indoor capacity and 50% outdoor capacity<sup>11</sup>

2.4.4 No deviations from the pre-approved plans and procedures shall be made.

2.5 The following minimum public health standards shall be enforced:

- Wear face masks at all times. Wearing of face masks in medical facilities and public transportation is mandatory.
- Maintain a 1-meter radius between individuals at all times.
- Wash hands as frequently as possible.
- Ensure adequate ventilation in enclosed venues.
- Dispose of all waste at designated collection bins.

### 3. VIOLATIONS

Any violations of these guidelines shall be grounds for disciplinary action. In case of any deviation from the approved plan by the organization, the LS Office of Student Activities may immediately suspend the conduct of the activity. The LS OSA may also impose a preventive suspension on the organization to conduct limited face-to-face off-campus activities pending investigation of any violation.

### 4. EFFECTS OF FUTURE ADVISORIES

These guidelines are subject to change at any time, based on future advisories from relevant government agencies (e.g. IATF, DOLE, DOH, LGUs, CHED, and/or DepEd).

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<sup>11</sup> [Additional Regulations. p.2](#)

Self-Assessment Checklist on Readiness of  
Student Organization to Conduct Off-campus Activities

Areas of Assessment

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|  | 1. The project proposal has been approved by OSA.  |
|  | 2. There is a designated Safety Officer who will be the main point person to oversee, coordinate, and facilitate the submission of all applicable Health Compliance Requirements, to monitor the organization's adherence to health protocols, and to lead in the organization's compliance with all other University requirements for off-campus activities.  |
|  | 3. The accomplished and approved Risk Assessment and Management Plan and the signed reply slips of the Parental Notification Form have been submitted to OSA not less than 2 weeks before the activity date.   |
|  | 4. All logistical matters have been coordinated and settled with the target venue and suppliers.   |
|  | 5. All pertinent details and copies of documents of the vehicles to be used as transportation to and from the venue/s have been submitted not less than 5 working days before the activity date, including: <ul style="list-style-type: none"> <li>a. Plate numbers/s</li> <li>b. Name of driver/s</li> <li>c. Registration of vehicle/s</li> <li>d. Insurance coverage</li> <li>e. Professional Driver's License</li> <li>f. Certificate/Assurance of Roadworthiness</li> </ul> Optional: <ul style="list-style-type: none"> <li>g. Certification from the Land Transportation Franchising and Regulatory Board (LTFRB) (for vehicles covered by a franchise)</li> <li>h. Accreditation from the Department of Transportation (DOT) (if the organizer shall engage the services of a Travel and Tour Operator)</li> </ul> |
|  | 6. All attendees to the activity have been pre-registered.   |
|  | 7. Health and safety protocols have been clearly written and disseminated to all attendees of the event. There is a written communication plan for attendees of the event and their indicated persons to contact in case of emergency.   |

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|  | 8. There is adequate supply of sanitation and disinfection products provided in the event space. There are sanitation and disinfection protocols. |
|  | 9. Attendees have been provided a Pre-Departure Briefing or Orientation at least one (1) week before the activity date.                           |
|  | 10. The organization has established a plan for addressing the potential implications of cancellations or modifications to off-campus activities. |