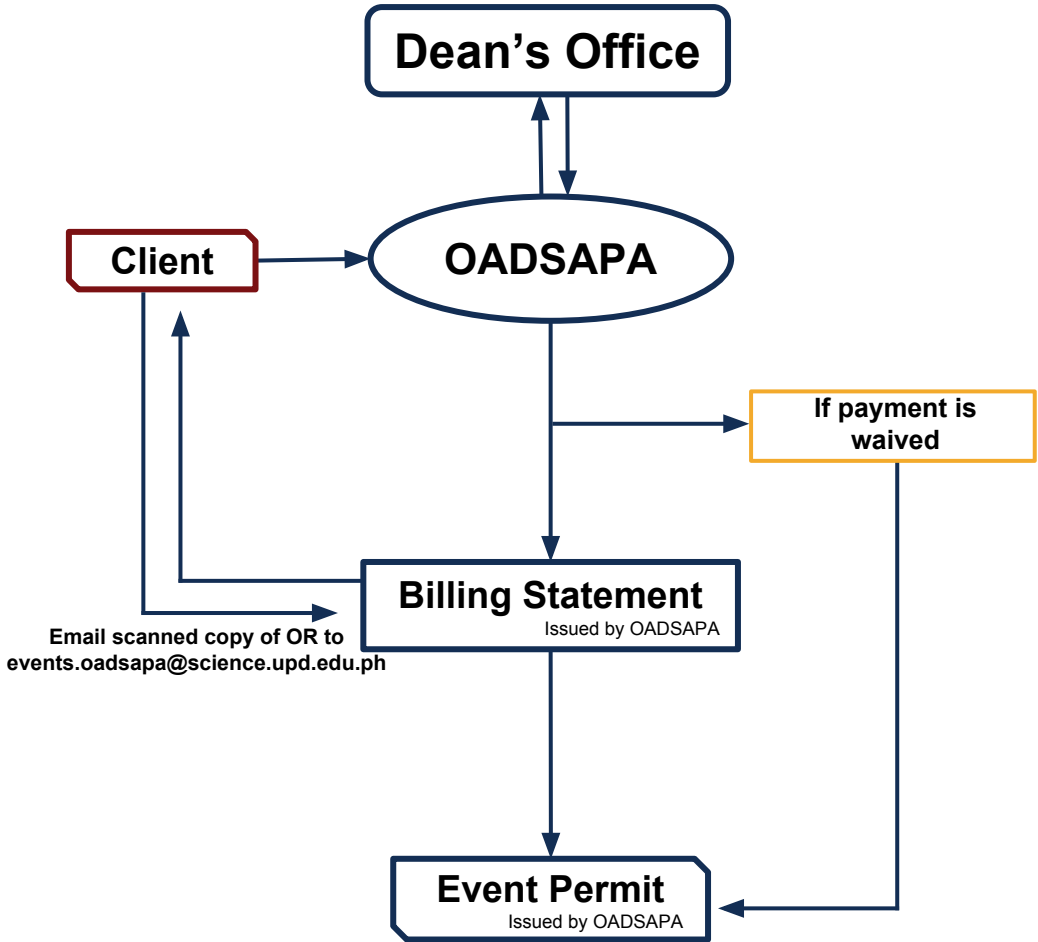




**COLLEGE OF SCIENCE
EVENT RESERVATION WORKFLOW**





University of the Philippines Diliman



**COLLEGE OF SCIENCE
EVENT RESERVATION WORKFLOW**

1. Please write a request letter (addressed to the Dean) and submit to the Office of Associate Dean for Student, Alumni, and Public Affairs (OADSAPA)

The letter should include event details (Date, Time, Estimated # of Attendees, Purpose of event, and if applicable additional equipment request).

The letter should also include a short description of the Organization or Requesting Party.

2. Please contact OADSAPA (1-3 working days) to know if reservation request is approved.

OADSAPA will issue a billing statement to requesting party.

3. Please pay at the UP Cashier's Office and send us a copy of the OR.

OADSAPA will issue an event permit to the client.