

**Date :**

**TO : Ma. Cristina Eusebio  
Office of Student LIFE  
Rm. 301, SPS Building**

**RE : Application for Posting of Activities in the Lasallian Planner**

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College / Department / Organization / Office: \_\_\_\_\_

Title of Activity : \_\_\_\_\_

Date/s of Activity : \_\_\_\_\_

Needed Venue/s : \_\_\_\_\_

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Brief Description : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Reach:  University Wide  College Wide  Organization Wide  Batch Wide  
 Others \_\_\_\_\_

**Accomplished and Submitted by:**

Name : \_\_\_\_\_ Signature: \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

**Endorsed by:**

Name of College Dean / Department Head / Org. President: \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

*Note:*

1. *Submitted activities will not be acknowledged without endorsement from the Unit Heads concerned.*
2. *Selection of activities to be included in the Lasallian Planner is still under the approval of the Dean of Student Affairs.*