



De La Salle University

Student Affairs

Student Media Office

TEAMBUILDING/OFF CAMPUS ACTIVITY CHECKLIST

It's teambuilding/seminar season once again!

As the department in charge of DLSU's media groups (*Ang Pahayagang Plaridel, The LaSallian, Green & White, Malate Literary Folio, Green Giant FM, Archers Network, and Tripod Society*) the Student Media Office, among other things, is tasked with ensuring the safety and security of all students under our care.

With this, we are requiring all media groups to conduct an ocular inspection of the place/area at least two months before their scheduled departure. The media group may send a representative who will be accompanied by an SMO staff (or Discipline Officer) with this checklist. The ocular inspection team will have to make sure that the venue has the ff:

- a hospital within the area (10-15 minutes away)
- a first aid kit, nurse/personnel who can administer first aid
- fire extinguisher and fire exits
- cellphone signal (for all networks), landline
- lifeguard on duty (for resorts and other venues with a swimming pool)
- service vehicle
- security guards

*The chosen venue should be 2 hours away from DLSU (Taft)

*Ocular inspections should be done every Friday/Saturday only, subject to availability of an SMO staff/officer

*This form, along with the itinerary/program should be returned within 7 days after inspection.

Sincerely,

Anna Loraine Balita-Centeno
 Director,
 Student Media Office
 De La Salle University
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 (632) 524-46-11 (loc. 738) | (0916) 6084510

I have conducted a thorough inspection of _____ on _____. This is to be used as

 (Name of Venue) (Date of inspection)
 the venue for _____'s team building/off-campus activity that is scheduled on _____.
 (SMG) (Date of activity)

Signed:

Noted by:

 Name, signature & designation of
 SMG Representative

 Name and signature of
 SMO Staff/Officer

 Name and signature of
 Resort/Venue Manager