

APPENDIX I. AQUA DOCUMENTS

APPENDIX I. 1. A&A FORMAT

CULTURE AND ARTS OFFICE
 ATTITUDE & ABILITY
 EVALUATION RESULTS
 CAO GROUP NAME
 TERM ____, SY _____

ID. NO.	NAMES	CLASS	ACTIVE	LONGEVITY	A&A GRADE	GPA	MONEY EQUI	YR.	COLLEGE	COURSE	CONTACT NO	EMAIL
OFFICERS												
	Salceda, Janeth											
	Cruz, Roman											
SECTION/POOL HEADS												
	Salceda, Janeth											
	Cruz, Roman											
SENIOR MEMBERS												
	Salceda, Janeth											
	Cruz, Roman											
JUNIOR MEMBERS												
	Salceda, Janeth											
	Cruz, Roman											
SENIOR MEMBERS - MANAGING												
	Salceda, Janeth											
	Cruz, Roman											
JUNIOR MEMBERS - MANAGING												
	Salceda, Janeth											
	Cruz, Roman											
TRAINEES/APPRENTICES												
	Salceda, Janeth											
	Cruz, Roman											

NOTES:

- * CLASS - Trainee, Member, Honorary Member, Returnee
- * ACTIVE- Active/ Inactive
- * LONGEVITY- No. of terms
- * YR - year level in university
- * GPA - to be filled up by CAO during course cards
- * MONETARY LEVEL - to be filled up by CAO

APPENDIX I.2. LIST OF MEMBERS

CULTURE AND ARTS OFFICE

LIST OF MEMBERS

CAO GROUP NAME

TERM ____, SY _____

ID. NO.	NAMES	COURSE CARDS	TERM GRADE FORM	EAF/ ASSESSMENT	TUITION DISCOUNT
OFFICERS					
	Salceda, Janeth	✓	✓	✓	YES
	Cruz, Roman	✓	✓		NO
SECTION/COMMITTEE/POOL HEADS					
	Salceda, Janeth	✓			NO
	Cruz, Roman	✓	✓	✓	YES
SENIOR MEMBERS					
	Salceda, Janeth	✓	✓		NO
	Cruz, Roman	✓	✓	✓	YES
JUNIOR MEMBERS					
	Salceda, Janeth	✓	✓	✓	YES
	Cruz, Roman	✓	✓	✓	YES
SENIOR MEMBERS - MANAGING					
	Salceda, Janeth	✓	✓	✓	YES
	Cruz, Roman	✓	✓		NO
JUNIOR MEMBERS - MANAGING					
	Salceda, Janeth	✓	✓		NO
	Cruz, Roman	✓	✓		NO
TRAINEES/APPRENTICES					
	Salceda, Janeth	✓	✓	✓	NO
	Cruz, Roman	✓	✓		NO

APPENDIX I.3. EXTERNAL REQUEST REPORT

External Performance Request Report

Group Name: _____

Request Details

Requesting Party: _____

Title of Event: _____

Contact Person: _____

Date and Time: _____

Contact Number: _____

Venue: _____

Performance Details

Number of Performers _____

Description of Performance (Title of Performance/Running Time/Number of songs/dances)

Financial Report

Talent Fee		0.00
Less: Booking Fee*	0.00	
Trainer's Honorarium	0.00	
Food	0.00	
Transportation	<u>0.00</u>	<u>0.00</u>
Net Income		<u><u>0.00</u></u>

Booking Fee		0.00
Less: Talent Manager's Expenses		
Transportation	0.00	
Communication	<u>0.00</u>	<u>0.00</u>
Net Donation		<u><u>0.00</u></u>

* Booking Fee:

10% of Talent Fee if request is brought in by the group

20% of Talent Fee if request is brought in by CAO

Attachments:

Acknowledgement Receipt for Booking Fee

Acknowledgement Receipt for Trainer's Honorarium

Receipts of Food and Transportation Expense

MOA with Requesting Party (submitted before the performance)

Waiver Forms (submitted before the performance)

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