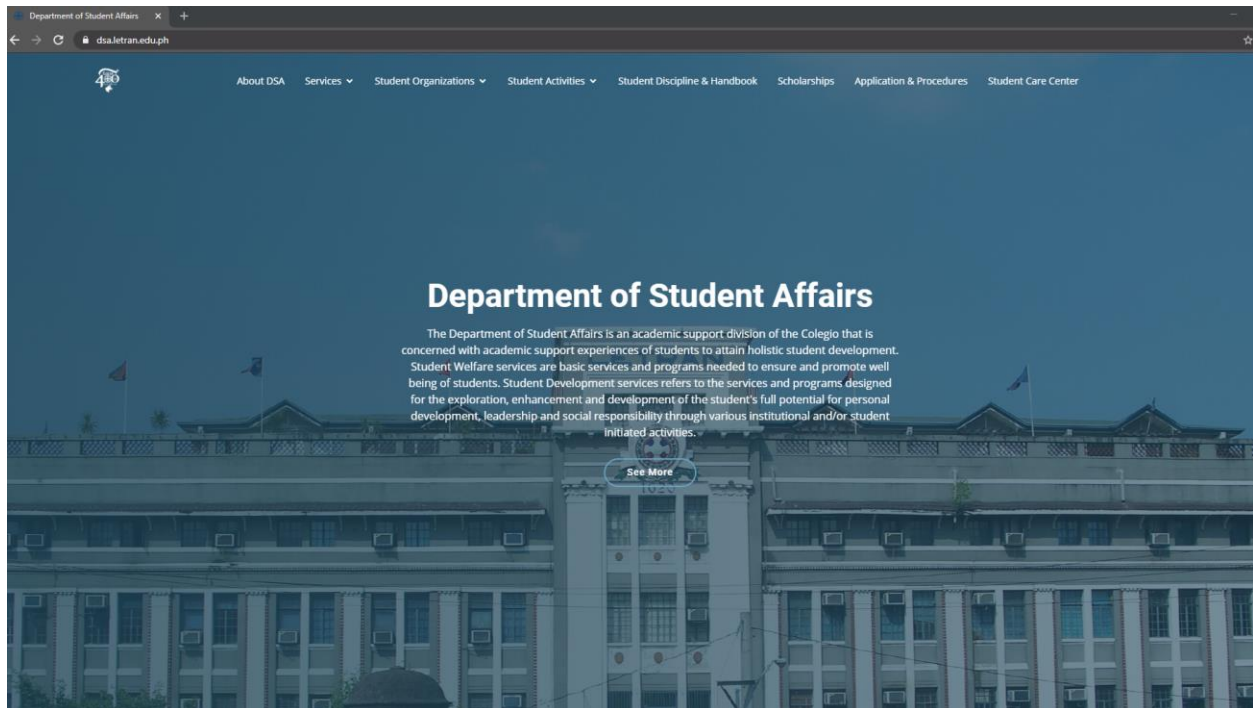


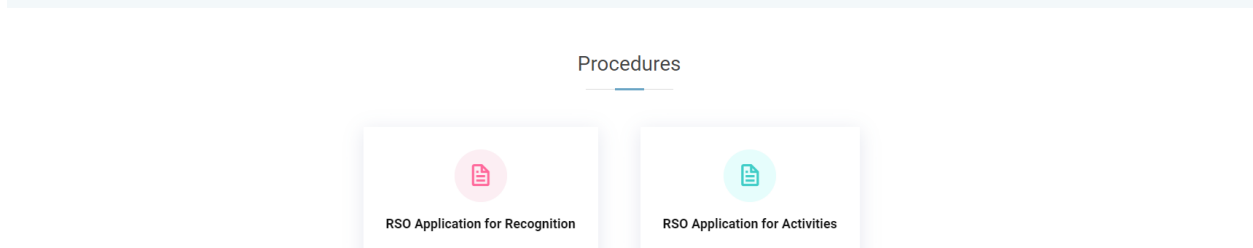
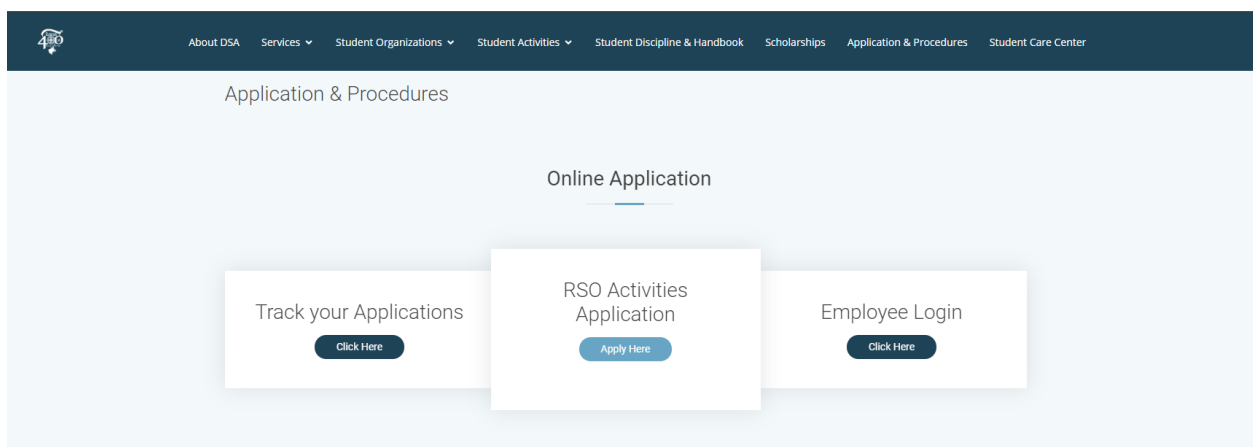
**For Noting of Advisers, Deans; For Recommending Approval of Department of Student Affairs;**  
**For Final Approval of the Vice-president for Academic Affairs**

\*The assigned advisers and deans will receive an email notification regarding the pending application.

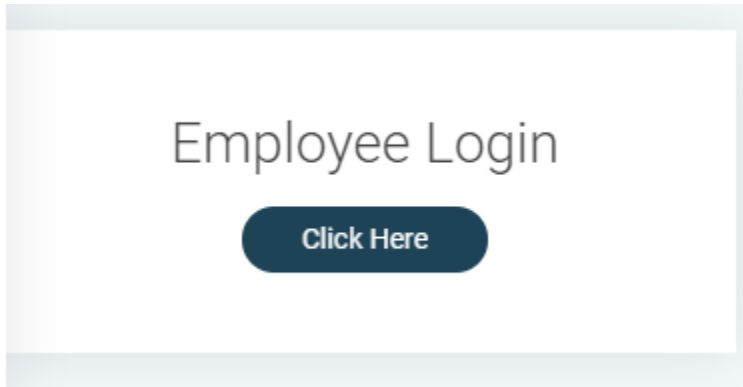
1. Go to the Department of Student Affairs website (dsa.letran.edu.ph)



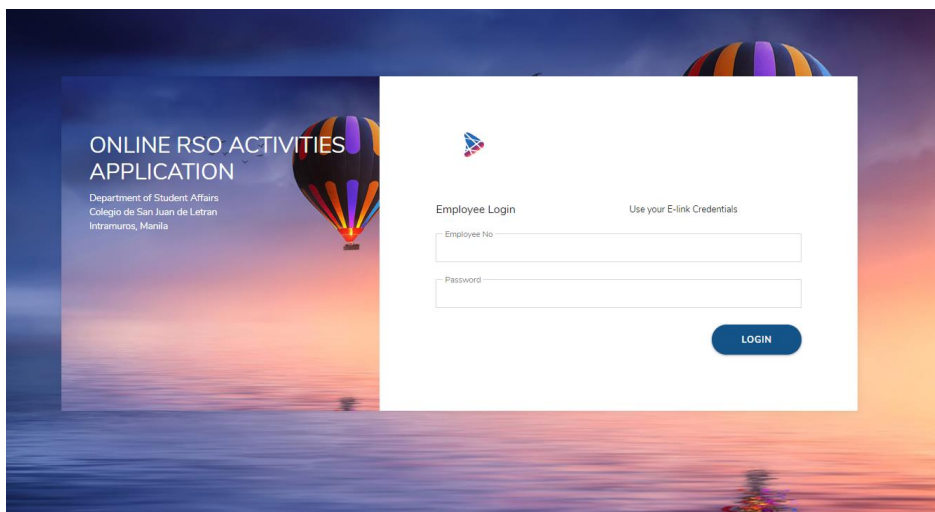
2. Click the “Application & Procedures” tab



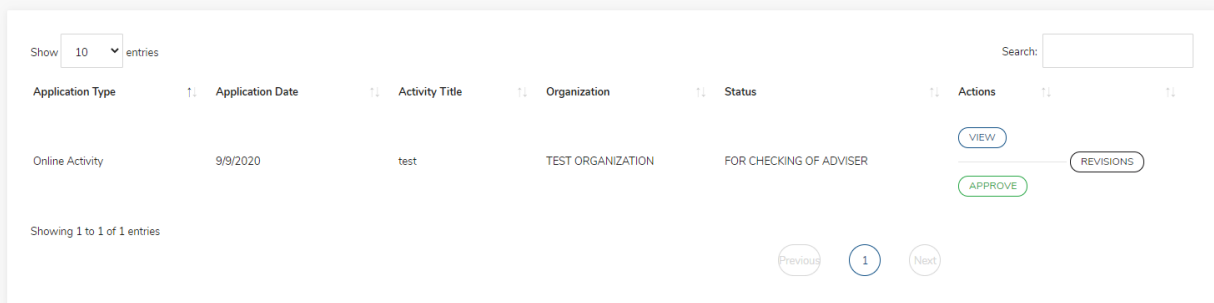
3. Click the button below the Employee Login card



4. Login using your E-link/Employee Portal credentials



5. After login, the user will be redirected to the list of pending applications.



Showing 10 entries

Search:

Application Type	Application Date	Activity Title	Organization	Status	Actions
Online Activity	9/9/2020	test	TEST ORGANIZATION	FOR CHECKING OF ADVISER	<a href="#">VIEW</a> <a href="#">APPROVE</a> <a href="#">REVISIONS</a>

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

6. Buttons: “View”, “Approve”, “Revisions” button

- View – click this button to view the full details of the application and the documents attached.

The screenshot shows a web application window titled "View Application Form". At the top, it features the logo of Colegio de San Juan de Letran and the text "DEPARTMENT OF STUDENT AFFAIRS". Below this is a form titled "APPLICATION FOR ONLINE ACTIVITY" with a "FORM 110" label. The form contains several sections: "ORGANIZATION:" with a text input field containing "TEST ORGANIZATION" and a "DATE:" field with "09/09/2020"; "NATURE OF THE ACTIVITY:" with radio buttons for "CO-CURRICULAR", "EXTRA-CURRICULAR", "CULTURAL GROUP", and "PERFORMING ARTS GROUP" (which is selected); "NATURE OF THE ACTIVITY:" with radio buttons for "General Assembly", "Seminar / Workshop", "Competition", "Community Service" (which is selected), and "Others, pls. Specify:" with a text input field; "TITLE OF THE ACTIVITY:" with a text input field containing "test"; and "OBJECTIVE/S:" with a text input field.

- Approve – click this button to approve the application. Type some approval remarks then click proceed.

The screenshot shows a dialog box titled "Approve this Application?". It features a large question mark icon at the top. Below the title is a "Remarks :" label followed by a text input field. At the bottom of the dialog, there are two buttons: "Proceed" (a green button) and "Cancel" (a grey button).

- Revision – if the application need revisions, click this button then type the comments/revisions needed. Then click send.

Application Revisions ×

Organization

TEST ORGANIZATION

Type your Comments/Revisions here :

Cancel Send ↵