



TSU STUDENT ORGANIZATIONS UNIT

MANUAL | 2022

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Section 1. OVERVIEW OF THE UNIT

Section 1.1 University Quality Policy Statement and Objectives

The Student Organizations Unit, as a composite unit of the University, delivers its functions parallel to the following:

Quality, Environment, and Health and Safety (QEHS) Policy

Tarlac State University is committed to continually strive for global competitiveness and excellence in the delivery of education, research, extension, training and consultancy services, hotel operation and administrative support services, compliant to regulatory and statutory requirements for the utmost satisfaction of its valued customers.

Through the QEHS Management System, TSU seeks to ensure safe and healthy working conditions for its employees while reducing the environmental impact of its operations.

Quality, Environment, and Health and Safety (QEHS) Objectives

Tarlac State University is committed to improve continually for:

- Global competitiveness and excellence in the delivery of education, research, extension, training and consultancy services, hotel operation and administrative support services;
- Safe and healthy working conditions to prevent injury and ill health of its employees, students, guests, visitors, suppliers and contractors;
- Management of environmental aspects towards the prevention of pollution.
- Compliant to regulatory and statutory requirements for the utmost satisfaction of its valued customers.

Section 1.2 SOU Vision and Mission

SOU Vision

The SOU through provision of quality assistance among student organizations envisions the enhancement and deepening of leadership skills and social responsibility among TSUian student-leaders.

SOU Mission

SOU aims to assist student leaders of the University relative to their formation/establishment, planning, implementation, monitoring and evaluation of their respective social, educational, and cultural activities, to name a few. Furthermore, the unit is geared towards capacitating student organization officers and members through the provision of leadership trainings and other capacity-building interventions. This is targeted to be attained through coordinating with other government and non-government organizations. Finally, the office strives to improve the quality of its programs, projects, and activities towards optimum student development.

Section 1.3 SOU Services

The SOU, as in charge of supervision and regulation of student organizations/councils' operations and activities offers the following specific services namely:

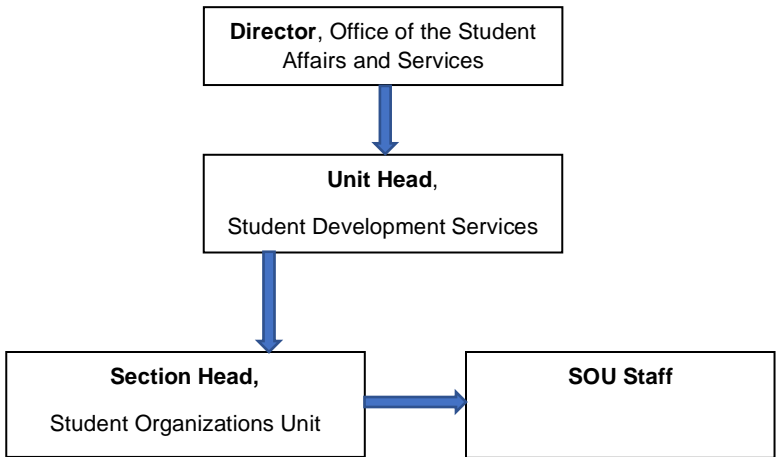
- Recognition/Accreditation of New Student Organizations and Renewal;
- Approval of Budget Plan of Student Organization; Approval of Student Organization Activities;
- Provision of Extra-Curricular and Co-Curricular Activities for Student Leaders' Capacity Building;
- Monitoring of Student Programs, Projects and Activities;
- Evaluation of Student Organizations' Performance; and
- Provision of Rewards and Recognition to Exemplary Student Leaders and Organizations

The SOU shall devise flexible delivery mechanisms for greater accessibility of these services through the provision of

online and offline/low technology schemes.

Section 1.4 SOU Organizational Chart

With the Director as the head of the Office of the Student Affairs and Services of the University, the Student Organizations Unit is headed by a section head and directly supervised by the Student Development Services Unit Head by which the unit is under.



Section 1.5 Coverage

The policies and procedures stipulated in this manual shall only apply to undergraduate and laboratory school students of the University. Graduate and School of Law students are accorded with autonomy in the formation and conduct of their activities provided however, that reporting, and coordination shall be done with their respective appointed faculty advisers and college deans.

Section 2. STUDENT COUNCILS

Section 2.1 Supreme Student Council (SSC)

There shall be only one Supreme Student Council (SSC) in the university regardless of the number of campuses. The SSC shall be the highest governing body of the students. Serving as the representative of the students and therefore, the highest expression of student power, the SSC shall be consulted in the formulation of policies directly affecting students.

Section 2.2 College/School Student Councils

Each college/school in the University shall have its own student council which shall serve as student representatives of the college/school and work in close coordination with the SSC.

Section 2.3 Student Council's Constitution and By-Laws

The governance of students shall be provided for in an appropriate organizational structure in the constitution of the student government which shall be implemented by the SSC. Said constitution must be duly ratified by the student body in a plebiscite duly called for the purpose and approved by the Board of Regents.

A copy of said constitution must be notarized and provided by the SSC to the Student Organizations Unit and the Office of Student Affairs and Services, and other academic related offices. The OSAS and VPAA has the power to veto any amendment done if there are sections that are in contradiction to the provisions of the university policies. The approved amendment shall be effective the following school year, and any proposed change/s should only take place every three years unless stated otherwise in the organization's constitution.

Whenever feasible, the SSC shall provide each bona fide student a copy of the full text of the approved constitution, including any amendments thereof.

Section 2.4 SSC President

The SSC President shall be the head the councils and serve as the student regent. During his/her tenure of office, he/she should not hold any elective position in any political unit of the student body. He/She and other officers, as maybe provided for under the constitution of the student government, shall be elected by direct vote of students in the manner so provided in the constitution.

Section 2.5 Powers and Functions of SSC

The SSC, subject to existing University rules and regulations shall:

1. Adopt its own internal rules of government;

2. Organize, coordinate and direct student activities in all the campuses designed to improve the students' general welfare as well as to prepare them for constructive citizenship;
3. Represent the organization in outside organizations;
4. Formulate resolutions and other rules to improve its effective-ness and efficiency in governance as well as to support and pro-mote the rights and welfare of students;
5. Advise, inform and make recommendations to the University President on student matters, affairs and activities;
6. Represent the student in all major policy-making bodies of the university when so provided by law, rules and regulations promulgated by competent authorities; and
7. Have such additional powers as university authorities may from time to time grant or delegate to it, consistent with its slated power, responsibilities and objectives.

Section 2.6 Duties of Student Council Officers

It shall be the duty of the student council officers at all times to:

1. Defend and promote the right and general welfare of the students;
2. Serve as an active forum for students' sentiments and ideas;
3. Develop a university spirit among the ranks of the students;
4. Uphold the ideals of the university geared toward ensuring a well-rounded intellectual, social, cultural, civic and physical development of every student; and
5. Unite with various sectors of society in the pursuit of common interest particularly in the establishment of a just and humane society.

Section 2.7 Election of Officers

The date and manner of election of the SSC officers and other officers in the constitution of the University student government shall be governed by the provisions of its constitution and election rules and regulations promulgated thereafter by the Director of the Student Affairs and Services and duly authorized members of the Committee on Student Elections (COMSELEC).

The COMSELEC shall be composed solely of bona fide students of the University. The conduct of the student council election shall be held in coordination with the Office of the Student Affairs and Services.

Section 2.8 Term of Office

The term of office of SSC officers shall be for one school year beginning the date of their qualification to office or until their successors shall have been duly elected and qualified.

Section 2.9 Vacancies

Vacancies in any elective or appointive positions in the SSC are defined and governed by the constitution and by-laws of the SSC and relevant provisions of Republic Act No. 8292 or the Higher Education Modernization Act of 1997.

Section 3. RECOGNITION/ ACCREDITATION OF STUDENT ORGANIZATIONS

The rights of student to form, or join any student organizations, alliance or federation, not contrary to the University mission, for their physical, intellectual, moral, cultural, spiritual and political interest is recognized.

Section 3.1 General Provisions

- a) The accreditation of student organizations shall be a requirement for its operation in the University.
- b) A certificate of accreditation shall be issued by the Student Organizations Unit to each student organization upon full compliance of the requirements prescribed; however, such certificate shall be effective for one school year only and will have to be renewed each succeeding year that the organization is in existence.

- c) Any student organization which does not renew its organization for a period of one school year shall be considered inactive and maybe given a chance to renew its recognition provided that it submits a written explanation of its failure to reapply the previous school year. Any student organization that fails to renew its accreditation for more than one school year shall be considered defunct and has to undergo the same procedure for establishment of new student organization as specified under section 3.2.
- d) Any student organization which has been granted accreditation but violates its own statement of purpose/constitution and university policies as mandated by this manual and other related issuances is liable to revocation of its certificate of recognition after due process.

Section 3.2 Privileges of Accredited Student Organizations

An accredited or recognized student organization (SO) shall be entitled to the following:

1. Pursue extra and co-curricular programs, projects and activities subject to university policies;
2. Use university facilities for its operation subject to institutional policies;
3. Avail of subsidies, if any, from the governing Supreme Student Council or its equivalent;
4. Participate in university activities;
5. Compete for awards involving student organizations; and
6. Represent the university in activities involving the organization outside the school subject to institutional policies.

Section 3.3 Establishment of New Student Organization

Any group of fifty (50) students desirous to form a student organization may apply for recognition. The following procedure shall be followed:

1. Upon announcement of the application period, the aspiring student organizations shall prepare the required documents namely:
 - Student Organization's Constitution and By-Laws
 - Student Organization's Official Logo Application Form for Student Organizations
 - Statement of Involvement/Commitment/Acceptance of the President of Student Organization
 - Statement of Involvement/Commitment/Acceptance of the Adviser of Student Organization
 - Information Sheet of Student Organization Officers Directory of Officers

- Directory of Members
- General Plan of Action and Budget for Student Organizations

The period of application for accreditation of all student organizations shall be announced by the Student Organizations Unit two (2) months before the start of the school year. Failure to comply with the deadline means non-accreditation/recognition of the student organization. The accreditation of student organizations shall be a requirement for its operation in the University.

2. The student organization may submit the requirements through the following:

- submission at the SOU office
- via courier
- via email
(studentorg@tsu.edu.ph)

3. SOU will acknowledge receipt of submitted documents and subject such for review. Any revisions/actions needed by the student organization shall be relayed to the President/head of the SO.

4. If found complete and compliant with SOU policies, the student organization will be included in the official list for approval of the University President.

5. Upon the OUP's approval, new organization will undergo a one (1) month probation before securing the Certificate of Accreditation of the organization and shall be issued a temporary Permit to Operate. During the probation period, student organization must conduct activity/activities that will be properly documented and subject for the review of the SOU.

6. SOU will then review conducted activity and register the new student organization through issuance of Certificate of Accreditation which shall be effective for one (1) school year only and will have to be renewed each succeeding year that the organization is in existence.

Section 3.4 Renewal/ Re-Accreditation of Student Organization

Student organizations which have been previously granted recognition or

accreditation the previous school year shall follow the procedure, as follows:

1. Upon announcement of the application period, the student organizations shall prepare the required documents namely:

- Updated Student Organization's Constitution and By-Laws, if revised Updated Student Organization's Official Logo, if revised Application Form for Student Organizations.
- Statement of Involvement / Commitment / Acceptance of the President of Student Organization.
- Statement of Involvement / Commitment / Acceptance of the Adviser of Student Organization.
- Information Sheet of Student Organization Officers
- Directory of Officers
- Directory of Members
- General Plan of Action and Budget for Student Organizations

2. The student organization may submit the requirements through the following:

- submission at the SOU office
- via courier

- via email
(studentorg@tsu.edu.ph)

3. SOU will acknowledge receipt of submitted documents and subject such for review. Any revisions/actions needed by the student organization shall be relayed to the President/head of the SO.

4. If found complete and compliant with SOU policies, the student organization will be included in the official list for approval of the University President.

5. Upon the OUP's approval, a Certificate of Accreditation will be issued to the student organization.

Section 4. SELECTION OF FACULTY ADVISER

- a) Each student organization/student council shall have a faculty adviser whose acceptance of the position of adviser must be done in writing and submitted to the Office of Student Affairs and Services.

- b) The Director of the Student Affairs and Services upon the recommendation of the Head of the Student Organizations Unit and the organization concerned approves the designation of the faculty adviser. The term of appointment of faculty advisers is one (1) school year and may be renewed.

- c) In case of resignation or for other reasons that may result in the vacancy of adviser's position, an immediate replacement shall be made through election by the concerned student officers. The replacement must signify his/her acceptance of the position in writing to be filed to the Director of

the Student Affairs and Services. The replacement shall serve the unexpired term of the replaced adviser.

Section 4.1 Qualifications

- a) A student organization/student council shall have an assigned senior faculty adviser (FA) as a requirement. An assistant or junior adviser may be appointed as deemed necessary by the student organizations.

- b) The selection of faculty adviser shall be based on the following qualifications:
 - 1. The senior FA must be a permanent faculty member with at least one (1) year of service in the University;
 - 2. Appointment of a temporary faculty member as senior FA may be allowed on a case-to-case basis;
 - 3. A faculty member whose employment status is job order/contractual arrangement shall only be

allowed to serve as an assistant adviser/junior adviser; and

4. No faculty adviser of a student council/accredited student organization shall serve two organizations at a time.

Section 4.2 Duties and Responsibilities

The faculty adviser, as partners of SOU in the supervision of student councils/student organizations, has the following duties and responsibilities:

1. Attends meetings of the organization most especially during semestral planning of student activities;
2. Be available for consultation to all members of the organization, specially to the officers;
3. If the adviser is unable to attend a meeting, he/she should be informed of what happened during the meeting through the minutes of the meeting. A verbal account of the meeting should be used to supplement the minutes of the

meeting but never to take the place of the written minutes;

4. Provides guidance in the planning of activities of the organization so that the activities will serve to actualize the objectives of the organizations;
5. Encouraged to be present in activities initiated by the organization;
6. Should be present if the organization's activity is held off-campus or when the organization is representing the school;
7. If the adviser is unable to attend, a replacement should be requested;
8. Assures the safety of all members of the organization and all others who may be involved in the activity;
9. Reviews reports prior to submission to SOU and OSAS and other pertinent documents from the organization; and
10. Attend meetings called by the SOU and OSAS.

Section 4.3 Privileges of Faculty Advisers

The following privileges shall be accorded to FAs officially designated to student councils and/or organizations:

1. The equivalent contact hour per week (CHW) or workload units for duly designated senior FAs shall be as follows:

Adviser, SSC 3 units

Adviser, College Student Council 3 units

Adviser, Recognized Student Organization
with at least 100 members 3 units

This will be reflected in the faculty program of the senior FA.

2. Attend seminars, trainings, conferences and other similar activities for campus advisers;

3. Compete for awards involving faculty advisers; and

4. Represent the university in activities involving the organization outside the school subject to institutional policies.

Section 5. PLANNING, BUDGETING AND REPORTING

Section 5.1 Preparation

Immediately upon being elected and duly qualified to office and within a specific period, the student officers shall plan and prepare a budget for the whole Academic Year. Participatory planning and budgeting through public hearings participated in by the students must be conducted prior to the submission of the proposed budget.

Student organizations are encouraged, with due consideration of relevant provisions of their respective Constitution and By-Laws, to harmonize its election calendar with the student councils to facilitate budget preparation for the academic year.

Section 5.2 Hearing/ Review and Approval

- a) For student councils, the following procedure will be followed:
 1. The SOU in consultation with the members of the Budget Committee (which is composed of the Budget, Accounting, Procurement, Student Organizations Unit and OSAS Director/Heads) shall set the schedule of the budget hearing through the issuance of a notice.
 2. The SOU will inform the SCs 1-2 weeks before the set schedule to give them ample time to finalize their General Plan of Action and Budget and Project Procurement Management Plan (PPMP) for procurable items.
 3. The SC Officers preferably the President/Governor, Executive on Finance and Ways and Means, and the

- Faculty Adviser (FA) shall attend the budget hearing.
4. Upon presentation of the SC officers of their General Plan of Action and Budget and PPMP, the BC members shall inform the officers of their recommendations/ inputs. To document the proceedings of the budget hearing, the SOU shall take charge in preparing the minutes of the meeting.
 5. The SC shall integrate the comments of the BC through the revision of their GPOA and Budget and PPMP.
 6. The SC shall submit to SOU the revised General Plan of Action and Budget and PPMP signed by the SC Governor/President, FA and college dean (for college SCs). The SOU shall forward this to the BC members for approval. Upon approval, copies shall be given by the SOU

to the concerned SC and BC members.

- b) For student organizations' budget review, the following steps needs to be conformed with:
1. The SO shall prepare their General Plan of Action and Budget as part of the requirements in their accreditation/recognition.
 2. The SO shall submit to SOU their GPOA and Budget signed by their President, FA and college dean (for college-based SOs). SOU shall review the submitted GPOA where comments will be fed back to the SO concerned, and consequently, sign such, if no issues were identified. This will then be forwarded to the SDU for review and signing.
 3. The OSAS Dean shall perform final review of the submitted GPOA and Budget. Upon approval, a copy shall be given by the SO concerned.

Section 5.3 Execution

All fund releases made by student organizations and student councils should be guided by the following:

1. Prior to any fund use, an approved request letter and/or resolution is necessary.
2. For student councils, an approved resolution signed by the officers, adviser/s, and college dean (for CSCs); SOU head as recommending approval; and OSAS Director as approving authority must be available for cash-in-bank transactions at least one (1) week before the event.
3. For items stipulated in the PPMP, an approved request letter for the activity and approved resolution are needed one (1) month before the event.

Section 5.4 Reporting and Accountability

- a) Student councils and organizations must perform internal auditing and control through their elected executives

on audit and other officers as may be identified.

- b) The student councils and student organizations shall submit a Liquidation Report to the SOU and OSAS after every activity where fund release was made. SCs are given one (1) month to furnish the said report.
- c) In addition, a financial statement/report is needed to be submitted to the Student Organizations Unit and Director of the Student Affairs and Services at the end of every semester and midyear term (for student councils). This shall be signed by the President/Governor and treasurer and noted by the adviser/s.
- d) The list of officers of student organization/student council concerned which failed to conform to the aforementioned will be forwarded to the Student Discipline Unit for appropriate action.

Section 6. CONDUCT AND / OR PARTICIPATION IN STUDENT ACTIVITY

Section 6.1 General Provisions

- a) The university shall allocate free hours per week for institution-wide and college-wide non-academic assemblies/ activities.
- b) Activities that are held should be scheduled at such time and place that would not disrupt normal classroom sessions.
- c) University recognized activities or gatherings sponsored by students and conducted after 5:00 p.m. and those scheduled during non-class days must be attended by a faculty adviser.
- d) No activity or gathering beyond 9:00 p.m. shall be allowed inside the campus. Any exception to this rule requires clearance from the authorized officials of the university.
- e) Two (2) weeks before the start of the final examinations, a ban on all activities shall be enforced. This is

to ensure that all students are given enough time to review for their examination.

- f) Student activities may be categorized as online, on-campus and off-campus where different requirements are needed to be complied with.

Section 6.2 Off-Campus Activities

- a) Per CHED Memo 63 s. 2017, off-campus activities refer to activities, curricular and non-curricular, undertaken outside the premises of the institution. This is divided into two categories:

1. Curricular Activities – required off campus activities and are integral part of the instructional program. Students are expected to attend these activities since these are part of the regular class time. Examples of these are the following:

- Educational Tours (visit government sites, LGUs, museums, landmarks and related culture and arts activities, Plant Visit)
- Field Trips
- Field Study/Experiential Learning/ Related Learning Experience

2. Non-Curricular activities – off campus activities that are considered as non-curricular or non-programed based activities. It is up to the HEI's discretion for the strategies and implementation of these activities as long as the security and safety of the students are ensured. Examples are:

- Retreat or recollection
- Conventions, seminars, trainings, teambuilding, conferences
Volunteer programs/relief operations
- Advocacy projects and campaigns Sports activities
- Activities initiated by accredited student organizations Interschool tournaments/competitions
- Culture and arts competition

b) During the off-campus activity, the Personnel-In-Charge must accompany the students from time to time and check the attendance. A contract of service must also be secured between the third party pertaining to the mobility/ transportation.

c) After the off-campus activity, the following will be submitted by the students and the Personnel-In-Charge:

- Learning journals/paper reflecting the students' observations, learnings, findings, and experience.
- Assessment or Breakdown of Expenses including receipts.
- Report on the debriefing program conducted

d) Submission of Reports. The following reports must be submitted in compliance with CMO 63 s. 2017. The forms to be used for these reports can be downloaded at the CHED websites:

- Certificate of compliance – duly notarized signed by personnel in charge, the VPAA and the University President which indicates that all requirements are all completed. It must be submitted to CHEDRO 15 days before the activity.
- Report of compliance - duly notarized and signed by personnel in charge, the VPAA, reviewed by the Dean or Program Head and the University President indicating all the list of activities and corresponding compliance. It must be sub-mitted to CHEDRO 15 days before the activity.
- Comprehensive semestral/term report must be submitted to CHEDRO at the end of the semester.

e) Exemptions for the Submission of Reports. The following are the exceptions for the submission of the abovementioned reports:

- HEIs awarded with Level II accredited programs, Center of

Excellence and Development, Deregulated, Autonomous, SUCs with at least Level III accredited programs. However, they are still required to submit Certificate of Compliance.

- Non-curricular Off Campus activities and field study/experiential learning/related learning experience activities. However, for purpose of transparency, activities should be posted in conspicuous place and the website of HEI if available.

Section 6.3 Approval Process

a) Approval of the activity, as far as practicable, shall be one week before the scheduled date.

b) All indicated time must be properly observed unless certain uncontrollable factors and reasonable justifications are existent like but not limited to force majeure, calamities, suspension of classes/offices, signatories on Official

Business, Official Travel or On Leave without any legal substitutes.

c) The approval process for conduct/participation in any student activity is as follows:

1. The SO/SC shall prepare the basic required documents namely:

- Request Letter on the Conduct of Activity
- Curriculum Vitae/Profile of resource speaker/s (for webinars, seminars, trainings, and other similar activities only)

Additional requirements are required for specific activities, to wit:

<i>Requirement</i>	<i>physically demanding, on campus</i>	<i>overnight, on-campus</i>	<i>off-campus</i>
1. Medical clearance of the students duly signed by HEI or government physician.	x	x	x
2. First Aid Kit	x	x	x
3. First Aider certification of a student/personnel who will also attend the event.	x	x	
4. Photocopy of Student's ID		x	x
5. Certificate of Registration		x	x
6. Duly notarized consent of the parents or student's guardian.		x	x
7. Photocopy of parent/guardian ID with three signatures.		x	x
8. Minutes of the Meeting with parents/guardians.		x	x
9. Itinerary and Handy Information Materials for Students (i.e., programme)		x	x

<i>Requirement</i>	<i>physically demanding, on campus</i>	<i>overnight, on-campus</i>	<i>off-campus</i>
10. Certification of Faculty/Personnel who will accompany the students, 1 permanent faculty per 35 student participants.		x	x
11. Invitation Letter endorsed by the University President.			x
12. Course Syllabus (for curricular activities).			X
13. Duly approved schedule of fees and budgetary breakdown (if financial collection is required).			x
14. University nurse who will also attend (indicated in the Travel Order).			x
15. Proof of insurance coming from the HEI administration.			x
16. Transportation for the Activity:			
- If TSU vehicle: Travel Order			x
- If no available TSU vehicle: Vehicle Registration, Insurance Coverage, Driver's License and Assurance of Certificate of Roadworthiness			x
For third party or sub-contracting vehicle, the following must be secured:			
Franchisee:			
- Certification from LTFRB indicating the validity of the franchise;			x
- Special Permit from LTRFRB if transportation is out of line; Updated and valid registration of vehicle, Insurance Coverage, Driver's License / Assurance of Certificate of Roadworthiness			x
Travel and Tour Operator:			
- Copy of Travel and Tour Operator Accreditation Certificate by DOT.			x
- Duly approved Plan/Itinerary of travel by HEI			x
- Certification from LTFRB indicating the validity of the franchise.			x
- Updated and valid registration of vehicle, Driver's License / Assurance of Certificate of Roadworthiness			x

2. The SO/SC shall submit the requirements thru the following options: submission at the office or at determined drop-off points, or via email.

3. SOU shall review submitted requirements as to completeness and activity details, sign the request letter and forward the request to the OSAS Director for signature.

4. The OSAS Director shall review and sign the request.
5. Final approval of activity and signing will be at the office of Vice President of Academic Affairs.
6. Upon approval of the request, a copy of the approved letter will be forwarded to the SO/SC. For online activities organized by the SO/SC, the meeting details must be provided to the SOU for monitoring purposes.

Section 6.4 Fundraising Activities

1. All fundraising activities whether in the form of solicitations/donations (in cash or in kind), sale of novelty items, raffle and other similar activities by any student council/organization shall be subject to the approval of University President.
2. A request letter must be executed by the student organization supported with a proposal stating the following:
 - Activity details such as rationale, date and time when the activity is projected to be conducted;

- Financial projections (projected income and expense);
- Additional requirements for solicitations/donations include: 1) list of the identified donors and their respective contact numbers; 2) solicitation letter for signing of the SOU and OSAS to be sent in official stationery of the soliciting student organization, NO BLANK SOLICITATION LETTERS shall be issued by any student organization. The sponsor must be indicated at all times.; and 3) MOA between the donor and the soliciting student organization which must stipulate the following provisions: a) an accountability clause that the officers of the soliciting organization shall be responsible for the fulfillment of the contract and that failure to do so shall be the personal liability of the officers; b) provision that donations received shall be acknowledged one (1) week after the date of receipt; and c) an agreement that within one (1) month after the activity, a report of the activity shall be submitted to the donors.

- For raffle, other requirements include sample raffle ticket to be used which bears the title of the activity, control number, price of the ticket, prizes, draw date and venue and name and/or logo of the sponsoring organization. These tickets must be stamped by the SOU prior to sale. The names of the winners shall be posted on the organization's bulletin board, social media pages or at any communication channel at least a day after the draw. This notice or announcement must be posted for a maximum of one week. Unsold raffle tickets must be surrendered at the SOU. Tickets not surrendered are assumed to be sold and should be integrated in the liquidation report. Furthermore, a copy of the acknowledgement receipt of each of the raffle prizes shall be attached to the liquidation report.
- For sale of items, consistent with the University's trademark policy, the following are required: 1) request form from the Technology Development, Transfer and Commercialization Office (TCTCO); 2) a description or sample of the item which should

not be associated in promoting activities which include, but are not limited to, alcohol drinking, drug and tobacco use, discrimination, gambling, pornography, and violence. Income sharing between the University and the student organization/council shall be done.

3. Submit the required documents to the Student Organizations Unit at least one (1) month prior to the activity date.
4. Within one (1) month after the activity, an accomplishment and liquidation report shall be submitted to the SOU stating, among others, the name of the student organization, the amount solicited/raised for the activity, with a copy of all receipts.

The report shall also indicate all solicitations that did not materialize.

5. Failure to submit the required reports will disqualify the student organization from conducting any activity until the report is submitted.

Section 7. USE OF UNIVERSITY FACILITY

Section 7.1 General Provisions

- a) Student councils and accredited student organizations shall be provided by the University with adequate office space consistent with CHED Memorandum Order No. 09, series of 2013.
- b) The users of the campus facilities and equipment are held responsible for the use, upkeep and cleanliness of such facilities and equipment. They must see to it that these are kept in good order during and immediately after use. Any individual or group found to have misused any campus facility or equipment will be held liable and accordingly penalized.
- c) Persons or groups not observing the rules for the use of campus facilities will not be allowed to use the same in the future.
- d) Facilities on campus are for the use of the academic community in the pursuit of educational objectives; hence, priority for their

use is given to students, faculty and personnel of the university on a first-come first- served basis.

- e) Rooms should be reserved at least five (5) days from the date of the intended activity so that the proper permit can be issued and the proper preparations for the venue can be ensured. Requests for special requirements such as sound system, podium, etc., by student organizations and outside groups are also channeled through the concerned offices. The requests should be received at least one (1) week before the intended activity.

Section 7.2 Approval Process

To make use of university facilities, the following approval process must be conformed with:

1. A request letter addressed to the Vice President of Academic Affairs (VPAF) with the Director for Business Auxiliary Services Office (BASO) as Recommending Approval must be prepared.

Attached in this letter in the approved request on the conduct of the activity.

2. The letter must be forwarded initially to the BASO for schedule. If the requested facility is available on the stipulated date in the letter, the BASO director will sign the letter.
3. Final approval will be done at the VPAF office. A copy of the approved letter must be given to BASO for the issuance of the permit.

Section 8. REPORTORIAL REQUIREMENTS

Section 8.1 Activity Accomplishment Report

The submission of Activity Accomplishment Report should conform with the following process:

1. One (1) month after the conduct of an approved activity, the SO/SC must report to the SOU their accomplished activity through submission of the following to the office, to wit:
 - Accomplished Activity Form signed by the President / Governor, FA, and college dean (if applicable)
 - Approved Request Letter on the Conduct of Activity Attendance Sheet (certified by the Adviser)
 - Photo documentation

- Certificate of Participation/Attendance (for activities with the organization as participant)
2. SOU shall review the submitted documents. If incomplete, the SO/SC shall be informed.
 3. If the documents are complete, the SOU Head shall approve the Accomplished Activity Form and provide the SO/SC a copy.

Section 8.2 Semestral Accomplishment Report

For the semestral report, the following procedure will apply:

1. One (1) month after the end of each semester, the SO/SC must submit to SOU their semestral accomplishments to the office signed by the SO Secretary/Executive on Records, President/Governor and FA. Attached in the AR are the approved Accomplished Activity Forms.

2. SOU shall review the submitted documents. If incomplete, the SO/SC shall be informed.
3. If the documents are complete, the SOU Head shall accept the semestral accomplishment report and shall be used as basis for the Recognition Day/ Araw ng Parangal.

Section 8.3 Liquidation and Financial Report

As stipulated under Section 5.4 of this manual, all student councils and student organizations with fund releases are required submit a Liquidation Report within one (1) month after the conduct of the activity to the SOU and OSAS.

At the end of every term, a financial statement/report is needed to be submitted to the SOU and OSAS signed by the President/Governor and treasurer and noted by the adviser/s.

Section 9. RECOGNITION OF OUTSTANDING STUDENT LEADERS AND ORGANIZATIONS

At the end of each Academic Year, the SOU shall hold a recognition ceremony to recognize exemplary performances in leadership of student councils and student organizations and its officers and advisers.

Section 9.1 Leadership Award

The criteria for the Outstanding Student Leader Award are as follows:

1. The student must be an officer of any accredited student organization or student council. The pointing system is as follows:

<i>Positions Held</i>	SSC	CSC	<i>Accredited Student Orgs.</i>
President/ Governor	20	15	12
Vice President/ Vice Governor	16	12	8
Other Position	12	8	4
Member	8	4	2

2. The student must be involved actively in the organization in his/her capacity as officer or member – maximum of 30 points

<i>Role</i>	<i>Organizer/ Implementer</i>	<i>Coordinator/Facilitator/ Committee Chair</i>	<i>Lecturer/ Resource Speaker</i>
University-wide	7	5	5
College-level	5	3	3
Class activity	3	1	1

3. Accomplishments/Performance /Contribution as officer/member (to be rated by co-officers or members) – maximum of 15 points.

<i>Rating</i>	<i>Mean Range</i>	<i>Points</i>
Outstanding (5)	4.50 – 5.00	15
Very Satisfactory (4)	3.50 – 4.49	12
Satisfactory (3)	2.50 – 3.49	9
Unsatisfactory (2)	1.50 – 2.49	6
Poor (1)	1.00 – 1.49	3

4. The student must be of good moral character. Pending discipline cases against an applicant shall not disqualify him/her to the award until proven guilty.

Section 9.2 Student Organization Award Categories

- a) An outstanding student organization/council will be chosen among the following categories namely:
 1. New student organization
 2. College-based student organization (per college)
 3. University-wide student organization (per classification)
 4. College student council

- b) The following qualifications/criteria will be used to determine the awardees for each category:
 1. Must have been able to submit the required end-of-term accomplishment reports on the set deadline by the SOU as this will serve as basis for the tallying of points;
 2. Must have not been found guilty for any major offense or minor offense (3rd offense) consistent with the provisions

of the Student Discipline Unit Manual;

3. The following will be the basis for assignment of points:

General Plan of Action completion:

<i>Percent Range</i>	<i>Adjectival Rating</i>	<i>Points</i>
91 – 100%	Outstanding	100
71 – 90%	Very Satisfactory	80
50 – 70%	Satisfactory	60
31 – 49%	Unsatisfactory	40
30% and below	Poor	20

Number of conducted activities (computed based on number of participants compared with the target no. of attendees x 100):

<i>Level</i>	<i>91 - 100%</i>	<i>51 – 90%</i>	<i>Below 50%</i>
International	30	20	15
National	20	15	10
Regional	10	8	5
Local	5	3	2

Number of participated activities:

<i>Level</i>	<i>91 – 100%</i>	<i>51 – 90%</i>	<i>Below 50%</i>
International	20	15	10
National	10	5	3
Regional	5	3	2
Local	3	2	1

As an organizer/coordinator/facilitator, the level of activity is determined through the partner organization/s engaged in the conduct of the activity and scope of the activity. Local activities are those done within the University or in the province.

- c) For the Supreme Student Council and lone organization in college or category, an outstanding award shall be conferred upon meeting the following requirements, to wit: 1) at least 90% completion of GPOA; 2) must have been able to submit the required end-of-term accomplishment reports on the set deadline by the SOU; and must have not been found guilty for any major offense or minor offense (3rd offense).
- d) Additional awards may be determined and given by SOU provided that the guidelines and criteria are duly approved and disseminated to all concerned.

Section 9.3 Appeal

After the release of the results by the SOU, student leaders and student organizations/councils are given seven (7) working days to file an appeal at the SOU. Any appeal sent beyond the

prescribed period will no longer be accepted.

Section 10. MANUAL REVISIONS

Section 10.1 Revisions

- a) This Manual shall be reviewed periodically by the SOU Manual Revisions Committee.
- b) No revisions of this Manual shall be authorized within three years following the publication of this Manual.
- c) Should the University or the Commission on Higher Education (CHED) release new/ revised policies, it shall be incorporated in this Manual and organizations shall be informed of such changes through an official memo from the Student Organizations Unit and the Office of the Student Affairs and Services.

Section 10.2 Transitory Provisions

- a) All existing internal policies consistent with this Manual shall remain operative until amended, repealed or revoked.

- b) The SOU Manual Revisions Committee shall be the body that deliberates proposed revisions whose membership is composed of the Director of Office of Student Affairs and Services, Head of the Student Development Services, Head of the Student Organizations Unit, three (3) representatives of faculty advisers (student council, university-wide and college based student organizations), SSC President and two (2) student representatives from student organizations.

- c) The SOU Head shall be in charge of convening the Committee for purposes of amendments for the succeeding school year.

Section 10.3 Separability Clause

If any provision of this Manual or any part thereof is declared invalid, the other provisions, insofar as they are separable from the invalid ones, shall remain in full force and effect.

Section 10.4 Effectivity Clause

This Manual shall take effect the school year following the approval by the University's Administrative Council and shall supersede all previous Manuals.