

## VISION

A globally-recognized institution of higher learning that develops competent and morally upright citizens who are active participants in nation building and responsive to the challenges of 21<sup>st</sup> century.

## MISSION

Batangas State University is committed to the holistic development of productive citizens by providing a conducive learning environment for the generation, dissemination and utilization of knowledge through, innovative education, multidisciplinary research collaborations, and community partnerships that would nurture the spirit of nationhood and help fuel national economy for sustainable development.

## CORE VALUES

Faith  
Patriotism  
Human Dignity  
Integrity  
Mutual Respect  
Excellence



Produced by the  
Office of Student Affairs & Services  
2017

# BATANGAS STATE UNIVERSITY



## Student Development STUDENT ORGANIZATIONS AND ACTIVITIES MANUAL 2017 EDITION



*Leading Innovations,  
Transforming Lives*

The Office of Student Affairs and Services Programs is aligned to the Vision, Mission of the Institution, Goals and Objectives in accordance with the **CMO No. 09 series of 2013**

### **General Functions of the Office of Student Affairs and Services (OSAS)**

The OSAS operates within the context of the Mission, Vision, and Core Values of the University. It is directly under the authority of the Office of Vice-president for Academic Affairs, it provides non-academic services that support academic instruction. The OSAS are the services and programs in the university that are concerned with academic support experiences of students to attain holistic student development. The purpose is to facilitate holistic student growth for active participation in the collective efforts to develop the community and build a progressive nation. These non-academic services are student-centered and three-pronged: student welfare services, student development programs and services and institutional student programs and services.

Student Welfare Services are the basic services and programs needed to ensure and promote the well-being of students. Student Development Services are services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership and social responsibility through various institutional and/or student-initiated activities. Institutional Student Programs Services are services and programs designed to pro-actively respond to the basic health, food, shelter and safety concerns including student with special needs and disabilities and the school. These are programs and activities to facilitate the delivery of essential services to the students. The Office of Student Organizations and Activities is under the Student Development

### **Student Organizations and Activities**

*studentorganizations@yahoo.com*

#### **BatStateU Pablo Borbon Main 1**

*0998-535-4990*

*980-0385 loc. 105 / 1134*

#### **BatStateU Lipa City**

*312-2822 loc. 3104*

#### **Pablo Borbon Main II**

*425-0139 loc. 2147*

#### **BatStateU Lobo**

*417-3396*

#### **BatStateU JPLPC Malvar**

*778-2170 ; 778-6633*

#### **BatStateU San Juan**

*575-5192*

#### **BatStateU Balayan**

*417-6394*

#### **BatStateU Lemery**

*411-0944*

#### **BatStateU ARASOF Nasugbu**

*741-0029 ; 416-0350 ; 706-3487*

#### **BatStateU Rosario**

*321-0861 loc. 4204*

*The Policies and Procedures of the Student Organizations and Activities was approved under Resolution No. 552, Series of 2016 during the Fifty-Second (52nd) Regular Meeting of the Batangas State University Board of Regents held at CHED Executive Lounge, HEDC Building, C.P. Garcia Avenue, U.P. Diliman, Quezon City on December 28, 2016.*

SOA Activities and Services

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- Policies and Guidelines for Student Organization and Activities
- Quality Manual
- Control of Documents and Records
- Application for Recognition/Renewal of Student Organizations
- Commitment Letter of the Adviser
- Certification of Academic Qualification of Officers
- Profile of Student Organization
- List of Members
- Certificate as officer of Student Organization
- Checklist of Requirements for Local Off-Campus Activities (CHED Memo No. 63, Series 2017)
- Checklist of Requirements for In-Campus Activities
- Parents Consent Form
- Request for New ID
- TOSA Application Form
- Activity Evaluation Sheet Form



**POLICIES AND PROCEDURES FOR THE STUDENT ORGANIZATIONS AND ACTIVITIES**

In accordance with CHED Memorandum Order No. 09, s. 2013 (Enhanced Policies and Guidelines on Student Affairs and Services) and CHED Memorandum Order No. 63, Series of 2017 (Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students), the following guidelines for the Student Organizations and Activities in Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

**ARTICLE I  
POLICY STATEMENT**

**Section 1.** It is the policy of the University to implement university programs, policies, rules and regulations insofar as activities and welfare of the students are concerned.


**ARTICLE II  
SCOPE AND COVERAGE**

**Section 3.** The guidelines set herein shall be applicable to all students of the University who are members of recognized student organizations.

**ARTICLE III  
DEFINITION OF TERMS**

**Section 4.** To achieve clarity and understanding, the terms are defined herein:

- **Commission on Student Elections (COMSELEC).** This refers to the committee in the SSCC election chaired by the Director of the Office of Student Affairs and Services with the following as his/her appointed members from the Heads/Coordinator/In-charge of the Office of Student Organizations and Activities: Vice-Chair, Secretary, and Committee Chairs for Screening, Finance, Publicity and Canvassing. Two (2) non-partisan students may be included in the committee as observers.
- **Educational Tour-** an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of long duration usually lasting for more than one day and relatively more places of destination than a field trip;



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
 \_\_\_\_\_ Campus  
 OFFICE OF STUDENT AFFAIRS AND SERVICES  
**ACTIVITY EVALUATION SHEET**

Name of Organization / Organizer: \_\_\_\_\_

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

Please rate the activity as it appeared to you in relation to the 5-point scale shown below. Encircle the number which corresponds to your evaluation. Your honest assessment will help us improve future activities. The highest possible rating for any item is 5 and the lowest is 1. Please write N/A if not applicable.

Indicators:	5 - Outstanding	2 - Unsatisfactory			
	4 - Very Satisfactory	1 - Poor			
	3 - Satisfactory				

INDICATORS	O	VS	S	US	P
1. Registration (system and procedure, organization and orderliness, services of the committee)	5	4	3	2	1
2. Objectives of the activity were achieved	5	4	3	2	1
3. Level of Interest of the Participants					
a. Punctuality/attendance	5	4	3	2	1
b. Participation of the participants during session	5	4	3	2	1
4. Relevance of the activity to the University's vision, mission and objectives	5	4	3	2	1
5. Time allotment for the activity	5	4	3	2	1
6. Methods and Procedure of the Activity (Orderliness and sequencing of the activities)	5	4	3	2	1
7. Venue (facilities, equipment, multimedia etc.)	5	4	3	2	1
8. General rating of the Activity Conducted	5	4	3	2	1
9. Speaker/Facilitator					
a. Speaker/Facilitator 1	5	4	3	2	1
b. Speaker/Facilitator 2	5	4	3	2	1
c. Others, please specify: _____	5	4	3	2	1
10. Organizer					
a. Courtesy	5	4	3	2	1
b. Promptness	5	4	3	2	1

Comments on the Activity Conducted

\_\_\_\_\_

\_\_\_\_\_

Suggestions:

\_\_\_\_\_

\_\_\_\_\_

Name/Signature: (Optional) \_\_\_\_\_

- **Field Trip-** an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.
- **Supreme Student Council (SSC).** This refers to the student organization composed of duly elected officers in each campus, with special participatory powers in the University affairs, as provided by law and pertinent rules and regulations.
- **Supreme Student Council Confederation (SSCC).** This refers to the highest student organization in the University composed of duly elected officers from SSC, with special participatory powers in the University affairs, as provided by law and pertinent rules and regulations.
- **University Organizations.** These refer to duly recognized organizations whose members come from different colleges in the University including the Supreme Student Councils in different campuses.

**ARTICLE IV  
RESPONSIBLE OFFICIALS/PERSONNEL AND THEIR DUTIES  
AND RESPONSIBILITIES**

**Section 1. Assistant Director, Student Organizations and Activities.** Under the supervision of the Director for Office of Student Affairs and Services, the Assistant Director shall be responsible in monitoring and ensuring the delivery of basic student welfare and development programs and services to the studentry regularly and equitably in **all campuses**. Specifically, the Assistant Director shall have the following duties and responsibilities:

- 1.1 Oversees the management of student organizations and activities in the entire University System through the unit offices of student affairs in every campus (headed by the SOA Head)
- 1.2 Monitors, reviews, evaluates the basic student services which are put into operation by student organizations including, but not limited to
  - 1.2.1 Compliance of requirements/attachments of student organizations to conduct activities
  - 1.2.2 Approval/disapproval of requests for student ID replacements, certifications for students and advisers related to student organizations and activities
  - 1.2.3 Approval/disapproval of the application for recognition and/or renewal of the various student organizations
  - 1.2.4 Reports of lost-and-found items



**TOSA APPLICATION FORM**

**NOMINATION FORM**  
*(Please type or write in print legibly)*

---

Assistant Director  
Office of Student Organizations and Activities  
This University

Ma'am:

After reviewing the Award Rules, it is our pleasure to nominate:

Name of Candidate: \_\_\_\_\_

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

Dept./College: \_\_\_\_\_

Course & Yr. Level: \_\_\_\_\_

as a candidate in the Ten Outstanding Students Awards 20\_\_ (TOSA 20\_\_) of Batangas State University. We hereby certify that, to the best of our knowledge, the information contained in this nomination form and the accompanying supporting documents are true and correct.

We understand that the decision of the Search Committee is final and we agree to abide by it.

\_\_\_\_\_

Name & Signature of Dean


\_\_\_\_\_

College / Department Head

\_\_\_\_\_

Date

*Request for New I.D.*


<b>REQUEST FOR NEW I.D.</b>
DATE:
NAME :
YEAR & PROGRAM:
SR CODE:
COLLEGE/DEPT :
Please Check One: <input type="radio"/> NEW STUDENT <input type="radio"/> TRANSFEREE <input type="radio"/> SHIFTER (Indicate Student No.) <input type="radio"/> LOST I.D. <input type="radio"/> TORN/DAMAGED <input type="radio"/> MAJORING
Student's Signature
APPROVED :
Assistant Director, SOA/SOA Head

- 1.3 Monitors the implementation of the action plans and evaluates the activities of student organizations including linkage with professional organizations for a seminar-workshop and community outreach programs
- 1.4 Participates in the review and evaluation of the policies pertaining to student activities
- 1.5 Recommends personnel under SOA to the Director of Student Affairs and Services to attend pertinent seminars/workshops.
- 1.6 Sets and implements policies and guidelines for the application, recognition, and operation of all campus-based organizations
- 1.7 Delegates/Assigns the duties and responsibilities of the Heads of Student Organizations and Activities
- 1.8 Spearheads the evaluation and selection process for the recognition of the Most Outstanding Student Organization, Student Leader, Faculty Adviser and the Ten Outstanding Students for a given Academic year.
- 1.9 Serves as the Supervisor or Chairman of the Student Electoral Board whose task is to oversee the election of officers for the Supreme Student Councils Confederation.
- 1.10 Performs other related tasks as may be required by higher authority.

**Section 2. Head, SOA Office (Campus/District).** Under the supervision of the Director of Student Affairs and Services and Assistant Director of Student Organizations and Activities (SOA), the Head of the Campus shall be responsible for delivery of basic student welfare and development program and services in the campus. Specifically, the Head shall have the following duties and responsibilities:

- 2.1 Monitors, reviews, evaluates and make a regular report on the basic student services put into operation in his/her Campus
- 2.2 Ensures the management of student affairs works in the entire Campus through the unit offices of student affairs in every College/Department (headed by the SOA Coordinator) including, but not limited to, such tasks as
  - 2.2.1 Reviewing of the application for renewal and/or recognition of the various student organizations.
  - 2.2.2 Endorsing the list of recognized student organizations.
  - 2.2.3 Checking the requirements/attachments of student organizations to conduct activities.

- 2.2.4 Approving /disapproving of requests for posting of announcements.
- 2.2.5 Directing the assigned organizations or offices to keep their bulletin boards properly utilized, updated and maintained.
- 2.2.6 Processing of requests for student ID replacements.
- 2.2.7 Safekeeping/posting/returning of the lost-and-found item.
- 2.2.8 Conducting orientation programs for freshman students at the beginning of the semester

- 2.3 Establishes and maintains a student information data system in every Campus.
- 2.4 Supervises and monitors the operation of student organizations in his/her campus especially ascertaining that handling of finances, fund-raising activities, involvement in community projects are done professionally, and that their constitution and by-laws are dutifully followed.
- 2.5 Endorses the result of evaluation for the recognition of the Most Outstanding Student Organization, Student Leader, Faculty Adviser and the Ten Outstanding Students for a given academic year.
- 2.6 Ensures that the duties and responsibilities of the advisers of student organizations are executed/done.
- 2.7 Serves as the Supervisor or Chairman of the Student Electoral Board/ Campus Electoral Committee whose task is to oversee the election of officers for the Supreme Student Council.
- 2.8 Performs other related tasks as may be required by higher authority.

**Section 3. SOA Coordinator.** Under the supervision of the Head of the Campus, the Coordinator/ In-Charge of the College/Department shall be responsible for delivery of basic student welfare and development programs and services in the college/department. Specifically, the Coordinator shall have the following duties and responsibilities:

- 3.1 Monitors, reviews, evaluates and prepares reports on the basic student services put into operation in his/her College/ Department.
- 3.2 Checks the activities of the student organizations in his/her respective College/Department including, but not limited to, such tasks as;



**PARENT'S/GUARDIAN'S CONSENT FORM (WAIVER)**

Date \_\_\_\_\_

TO ALL CONCERNED:

I, \_\_\_\_\_ grant permission for my child/ward \_\_\_\_\_ a \_\_\_\_\_ student of \_\_\_\_\_ of the \_\_\_\_\_ of this University, to join the \_\_\_\_\_.

With a brief description, to wit:

+	
Name of the Activity	
Date of the Activity/ Academic Year/ Semester	
Date and Estimated Time of Arrival/Departure	
a. Arrival	
b. Return	
Mode of Transportation	
Board and Lodging, if any	
Place(s) to visit/Location of the Event	

Further, as the Parent/Legal guardian, I am full aware that it is the primary responsibility of the Faculty-in-Charge and of the University to supervise the students. I am also aware that the said persons should demonstrate an acceptable standard of care and diligence. Furthermore, I consider their significant responsibility for the safety and risk management when planning, preparing and supervising the activity. However, I also recognize that there may be risks attribute to the activity which can only be avoided through my son's/daughter's/ward's extra diligence and due care, which I fully explained to my son/daughter/ward.

By signing this document, it is understood that my child/ward:

- a) Has been properly oriented with all the rules and regulations of the activity attached in this document and that there may be additional rules and instructions that may be given from time to time. It is further understood that he/she must comply with the aforesaid rules, regulations and instructions; otherwise, he/she shall be excluded from further participation.
- b) Shall exercise extra care and due diligence in participating in the activity; its consequences are fully understood by him/her.

If in case that he/she is on the age of majority, he/she shall be made answerable for any and all liabilities for damages to property or injury to himself/herself, to the University or its representatives and/or to third persons which may be occasioned by his/her intentional or negligent act while in the course of the implementation of the program.

If in case that he/she is a minor, I, as the parent/legal guardian will take full accountability on any and all liabilities occasioned by his/her intentional or negligent act while in the course of the implementation of the program.

\_\_\_\_\_  
Parent's/Guardian's signature over printed name

Contact Number: \_\_\_\_\_

Address : \_\_\_\_\_

Conforme:

\_\_\_\_\_  
(Student's signature over printed name)

\_\_\_\_\_  
Name of Faculty-in-Charge:



## Checklist for In-Campus Activities



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
 Pablo Borbon Main I, Rizal Avenue, Batangas City  
**OFFICE OF STUDENT AFFAIRS AND SERVICES**  
**STUDENT ORGANIZATIONS AND ACTIVITIES**

**Checklist of Requirements/Attachments**  
**\*Policies and Guidelines on In-Campus Activities \***

Title of Activity: \_\_\_\_\_  
 Date(s) of the Activity: \_\_\_\_\_  
 Venue of the Activity: \_\_\_\_\_

A. Before the Campus Activity		Complied		Remarks
		Yes	No	
1. Program	Program/Schedule of activities			
2. Budget Proposal	Prepared by the organization president, noted by the organization adviser			
3. Resolution of the Organization	About fees (if necessary) There should be a breakdown of fund sources and other resources properly secured and accounted for.			
4. Copy of the Approved plan of Activities	The plan of activities submitted in the renewal/recognition. The same copy will be provided every request of activity			
5. Parent's or Guardian's Consent (Waiver)	Duly notarized (If the activity is scheduled on weekends or beyond 10:00 pm)			
6. Minutes and Attendance of the meeting	Briefing and consultation conducted to officers/students/faculty			
7. Faculty-In-Charge (Faculty / Org Adviser)	Duties and Responsibilities of Faculty-In-Charge (Designation or order from the Dean indicating personnel-in-charge's role and responsibilities before, during and after the activity; signed CONFORME of Faculty-In-Charge)			
For Physical Activities (e.g. Sports feast, Team Building, etc.)				
8. Medical Certificate	Proof that student participants are physically fit			
9. First Aid Kit	To be requested from the infirmary			
10. Insurance	Proof of insurance provision			
11. Emergency Preparedness Plan to be given to students and stakeholders	Prepared by the Adviser or Faculty-in-charge			
12. Others (Please Specify)				

Prepared by: \_\_\_\_\_ Checked by: \_\_\_\_\_  
**Organization President** **Organization Adviser**  
  
 Verified by: \_\_\_\_\_ Certified by: \_\_\_\_\_  
**SOA Coordinator** **SOA Head**

- 3.2.1 Assuring that the assigned student organizations keep their bulletin boards properly utilized, updated and maintained.
- 3.2.2 Reviewing of the application for renewal and/or recognition of the various student organizations from his/her College and the application for recognition of the Most Outstanding Student Organization, Student Leader, Faculty Adviser and the Ten Outstanding Students for a given Academic year.
- 3.3 Ensures that the duties and responsibilities of the advisers of student organizations are executed/done.
- 3.4 Serves as the Supervisor or Chairman of the College Electoral Committee whose task is to oversee the election of officers for the Student Council of the College.
- 3.5 Performs other related tasks as may be required by higher authority.

## ARTICLE V POLICIES AND PROCEDURES

### Section 1. Student Organizations

#### 1.1 Application for Recognition

- 1.1.1 University student organizations shall, for purposes of recognition and/or and as a pre-condition for their operation, submit a written application a month before the beginning of the academic year. Recognition of student organizations granted for the first semester shall be valid for the whole academic year.
- 1.1.2 Application shall be submitted on the date set by the Office of Student Organizations and Activities (SOA). Failure to meet the deadline automatically deprives the organization the privileges to operate and use the University facilities and will have to wait for the application period for the next Academic year. Non-recognized Student Organizations that shall operate and conduct activities under the name of the University, when found-out, shall be notified and be ordered to immediately stop operating. Failure to comply will result to losing the right to be recognized for the next two academic years.

1.1.3 All the documents for application for recognition and/or renewal of every organization shall be submitted to the Office of Student Organizations and Activities (per campus) and the Head/coordinator/ in-charge shall forward them to the SOA central office. The required documents are the following:

- A. Application for organization recognition/renewal addressed to the Assistant Director, Office of Student Organizations and Activities (SOA);
- B. Commitment Letter of the Adviser;
- C. Certification of Academic Qualifications;
- D. Profile of Student Organization;
- E. List of Members;
- F. History of the Student Organization;
- G. Declaration of the Organization’s Revolving Fund;
- H. Ratified Constitution and By-Laws of the organization (may be waived if not seeking recognition for the first time or if there are no amendments or revisions);
- I. Student Organization Adviser and Officers Profile;
- J. Specimen signatures of officers and adviser;
- K. Plan/Program of projects/activities for implementation in the coming academic year; and
- L. List of Officers’ Specimen signatures.

1.1.4 Should any organization become inactive for one academic year, written justification shall be required and failure to present valid reason shall mean the loss of its privilege to be recognized in the next academic year.

1.1.5 Organization that seeks recognition for the first time shall meet the following requirements:

- A. Name, course, year and signature of at least thirty (30) founding members;
- B. Organization Name, Acronym and Organization logo;
- C. A statement of the Organization’s goals and objectives; and
- D. All the eleven (11) items mentioned in 1.1.3 above.

a.1.12.5 Learning Journals for Students	Standard format of learning journals given to students			
a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders	Appropriate report			

B. During the off campus activity		Complied		Remarks
		Yes	No	
a.2.1 Personnel-In-Charge, identify overall leader (when necessary) with the following tasks:	List of personnel or attendance			
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of personnel and/or attendance			
a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used. (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party			
a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.				

B. After the off-campus activity		Complied		Remarks
		Yes	No	
a.3.1 Learning journals of students	Appropriate report/grades			
a.3.2 Assessment Report/Evaluation Report	Assessment report by faculty including the breakdown of expenses			
a.3.3 Expenditure report	Breakdown of expenses			
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted			

*Adopted from CHED Memorandum Order No. 63, series of 2017*

Prepared by:

**Organization President**

Verified by:

**SOA Coordinator**

Checked by:

**Organization Adviser**

Certified by:

**SOA Head**

Note: Attach *Request for the Conduct of Local Off-Campus Activity* (ISO Form)

Checklist for Off-Campus Activities

aid kit.				
<b>a.1.8 Fees/Fund Source</b> The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.	Duly approved schedule of fees			
There should be a breakdown of fund sources and other resources properly secured and accounted for.	Appropriate Report			
<b>a.1.9 Insurance</b> The HEI should provide (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.	Proof of insurance provision			
<b>a.1.10 Mobility of Students</b>	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.			
a.1.10.1 Owned by HEI				
a.1.10.2 Third party or sub-contracting				
a.1.10.2.1 Franchisee	<ul style="list-style-type: none"> <li>• Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable.</li> <li>• Special Permit from LTFRB if transportation is out-of-line.</li> <li>• Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc..</li> </ul>			
a.1.10.2.2 Travel and Tour Operator In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.  If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.	<ul style="list-style-type: none"> <li>• Copy of Travel and Tour Operator Accreditation Certificate by the DOT</li> <li>• Duly approved Plan/Itinerary of travel by the HEI</li> <li>• Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date if applicable).</li> <li>• Vehicles' updated/valid documents pertaining to registration, insurance coverage,, driver's license, assurance or roadworthiness, etc.</li> </ul>			
<b>a.1.11 LGUs/ NGOs</b>				
The HEI should duly coordinate with appropriate LGUs/NGOs. Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity	<ul style="list-style-type: none"> <li>• Copy of the letter sent to the LGUs</li> <li>• Copy of acknowledgement letter from the LGUs</li> </ul>			
<b>a.1.12 Activities</b>	Minutes and attendance of the briefing and consultation conducted to concerned students, faculty, and stakeholders			
a.1.12.1 General orientation to students				
a.1.12.2 Consultation to the concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature				
a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities	<ul style="list-style-type: none"> <li>• Letters to parents, students and adult companion preferably faculty</li> <li>• Appointment with conforme of Personnel-in-charge</li> </ul>			
a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip.	<ul style="list-style-type: none"> <li>• Itinerary</li> <li>• Handy information materials for students</li> </ul>			

1.1.6 All newly organized student organizations shall be placed on probation for one academic year after which they must show proof of growth in terms of activities, expansion in membership and organizational stability; otherwise, their application for recognition shall not be acted upon.

1.1.7 The Organizational Fund shall be deposited in a reputable bank or if not possible due to bank requirements, fund shall be entrusted to the Dean of Colleges/ College Dean/Asst. Dir. SOA at the end of the academic year. The Organization's Adviser, President and Treasurer shall be the signatories to all withdrawals of the organization.

1.1.8 Officers of the organization shall be bonafide students who qualified in the grade requirement set by the organization and /or without pending disciplinary case. A student can be President, Vice-President, Secretary or Treasurer of only two (2) recognized campus organizations. If he/she is elected to assume the office more than what is allowed by the Student Organizations and Activities, he/she shall be forced to give up the position in excess of the two organizations to which he/she belongs.

1.1.9 Changes in the list of officers, members, faculty advisers or provisions (as amendments) in the Constitution and By-Laws shall be reported immediately to the Head of the Office of Student Organizations and Activities in the campus where the Organization is based through a resolution.

1.1.10 Student organizations must submit the following reports:

1.1.10.1 A report of projects or activities undertaken during the semester. Such report should reflect the activities planned and submitted by the organization for the academic year. Failure to carry out any of the planned activities should be supported by written explanation;

1.1.10.2 Financial statement shall be submitted by the organization's treasurer duly audited and signed by the organization's president every end of the semester;

- 1.1.10.3 Bank Book and/or Cash balance shall be submitted to the Dean of Colleges/ College Dean/ Asst. Dir. SOA at the end of the academic year.
- 1.1.11 Failure to satisfy 1.1.3 above may be ground for disapproval of request for renewal for the next academic year.
- 1.1.12 Any student organization which fails to comply with the University policies and violates its own statement of purpose shall have its certificate of recognition revoked after an investigation by a Committee to be created by the Director of Student Affairs and Services and the Asst. Director of Student Organizations and Activities.
- 1.1.13 Organizations of students that exist or operate outside of the University shall abide the university rules and regulations.
- 1.1.14 Expenses to be incurred by members/officers of an Organization/Council attending as representatives shall be partly shouldered by the same Organization/Council subject to the discretion of the Organization.
- 1.1.15 Accomplishment reports must be submitted to the SOA Coordinator/ In-charge, then to the Head for clearance purposes.
- 1.1.16 Any student organization who will be found out to commit fraud or misrepresentation shall be reported to the Office of Student Discipline for appropriate action.

**1.2 Faculty Advisers**

- 1.2.1 Every student organization shall have faculty adviser to be chosen by the student organization in coordination with the College, to be recommended for approval by the Asst. Director, Student Organizations and Activities to the Director of Student Affairs and Services.
- 1.2.2 The faculty adviser shall serve the organization for a period of one (1) year; and may be re-appointed for a maximum of two (2) years. In case an adviser gives up the position even before the termination of the period of operation of the organization, a new faculty adviser shall be recommended by the organization to the Director of the Office of Student Affairs and Services to serve the unexpired term.



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
 Pablo Borbon Main I, Rizal Avenue, Batangas City  
**OFFICE OF STUDENT AFFAIRS AND SERVICES**  
**STUDENT ORGANIZATIONS AND ACTIVITIES**

Checklist of Requirements  
 CHED Memorandum Order No. 63, Series of 2017  
**Local Off-Campus Activities**

Title of Activity: \_\_\_\_\_  
 Date of the Activity: \_\_\_\_\_  
 Venue of the Activity: \_\_\_\_\_

A. <b>Before the Off-Campus Activity</b>		Complied		Remarks
		Yes	No	
REQUIREMENTS	PROOFS			
<b>a.1.1 Curriculum</b>				
The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits	Course Syllabus which reflects the relevance of requiring an educational tour and field trip			
<b>a.1.2 Destination</b>				
As much as practicable, destination of off-campus activities should be near the concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitled <i>Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subject for Studies and Researches</i> may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity.  The destination and schedule should be relevant to the subject matter.	Appropriate report			
<b>a.1.3 Handbook / Manual</b>				
The requirements and guidelines of the conduct of local-off campus activities should be updated and be included in the students' handbook or manual.	Handbook or Manual			
<b>a.1.4 Consent of the Parents or Student's Guardian</b>	Duly notarized / subscribed consent			
<b>a.1.5 Medical Clearance of Students</b>	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician			
<b>a.1.6 Personnel-In-Charge</b>				
The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, <i>identify overall leader from among the personnel-in-charge.</i> With appropriate first-aid and medical emergency training.	Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after off-campus activities.  Relevant certificate on first-aid training			
<b>a.1.7 First Aid Kit</b>				
The HEI should provide a complete first-	First-aid kit			



*Certificate of Recognition of Student Organization and  
Certificate as Officer of Student Organization*



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
 Batangas City


**OFFICE OF STUDENT AFFAIRS AND SERVICES**  
 Student Organizations and Activities

*This*  
**CERTIFICATE OF RECOGNITION**  
*is hereby awarded to*

*for satisfactorily completing all the requirements presented for the establishment and operation of  
 Student Organizations and Councils in this University and thereby granted the permission to carry out  
 worthwhile programs and projects for SY*

*Given this (Day/Month/Year) at the Batangas State University Main Campus,  
 Batangas City, Batangas, Philippines*

Assistant Director, Student Organizations and Activities



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
 Batangas City

**Office of Student Affairs and Services**

**CERTIFICATE AS OFFICER OF STUDENT ORGANIZATION**

This is to certify that as per records of this office, \_\_\_\_\_ of  
 \_\_\_\_\_, served as \_\_\_\_\_ of the  
 \_\_\_\_\_ A.Y. \_\_\_\_\_.

This certification is issued upon request of \_\_\_\_\_ this \_\_\_\_\_  
 day of \_\_\_\_\_ for whatever legal purpose it may serve.

**NAME OF ASSISTANT DIRECTOR/HEAD**  
 Position/Designation

- 1.2.3 The selection of the faculty adviser shall be based on the following qualifications:
  - 1.2.3.1 The adviser must be a full time faculty member of the University. In case the organization prefers an adviser who is not a full-time faculty member, the Office of Student Affairs and Services may allow it only in the case that there are no available full-time faculty.
  - 1.2.3.2 The adviser must be connected with the particular academic area.
  - 1.2.3.3 If the organization is not academic in nature, the faculty adviser shall be able to assist in the attainment of its goals and objectives.
  - 1.2.3.4 The faculty adviser can serve only one (1) organization.
  - 1.2.3.5 The acceptance of the position of faculty adviser must be done in writing by signing the form letter of acceptance available at the Office of Student Organizations and Activities. The said letter shall be vested with the SOA.
- 1.2.4 The faculty adviser has the following principal duties and responsibilities:
  - 1.2.4.1 Advise the students in the planning of activities for the organization making sure that the activities serve to actualize the objectives of the organization;
  - 1.2.4.2 Supervise the conduct of the student organization's meetings;
    - 1.2.4.2.1 If the adviser is unable to attend, he/she shall be fully informed of what transpired during the meeting – a verbal account of the meeting shall be used to supplement the minutes of the meeting but never to alter the official minutes;
  - 1.2.4.3 Attend the organization's activity, especially when it is held off-campus or when the organization is representing the University; if the faculty adviser would be unable to attend, he/she shall request another faculty member to take his/her place – making sure the safety of all members of the organization and all others who may be involved in the activity;

- 1.2.4.4 Provide time for regular consultation to officers and members of the organization;
- 1.2.4.5 Ensure that the attachments for the request of activities are complete; if needed full compliance on CHED Memorandum Order No. 63, Series of 2017 Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students;
- 1.2.4.6 Periodically evaluate the performance of the organization and in turn submit a report to the Coordinator of the Student Organizations and Activities ; and
- 1.2.4.7 Act as liaison between the organization and the administration.

**1.3 Student Activities.**

- 1.3.1 The President of the Organization shall submit the plan of activities and file an application to hold all activities or affairs duly signed by the president and the faculty adviser. A written request to conduct an activity shall be addressed to the University President or to her/his authorized representative (if the activity is to be held outside the campus or activity scheduled beyond 10:00 p.m.) . For activities to be held inside the University/Campus a letter of request shall be written to the Vice President for Academic Affairs / Executive Director. For programs/activities that include religious practice like mass/ religious service, the letter shall be noted by the Asst. Director of Multi- faith Services.
- 1.3.2 The organization shall not schedule activities one (1) week before major examinations.
- 1.3.3 Activities or programs shall be conducted in such a day and time that will not disrupt classes or deprive students for attendance to regular classes.
- 1.3.4 Student Organizations shall conduct at least two (2) major activities per semester. Failure to conduct two (2) major activities per semester shall be considered inactive organization.
- 1.3.5 Activities shall not be conducted if there is a pending liquidation on the previous activity.

Attachment:

**E. HISTORY OF THE STUDENT ORGANIZATION**

**F. DECLARATION OF THE ORGANIZATION'S REVOLVING FUND**

**G. RATIFIED CONSTITUTION AND BY-LAWS**

**H. STUDENT ORGANIZATION ADVISER AND OFFICERS PROFILE**

**I. PLAN OF ACTIVITIES**

**J. LIST OF OFFICERS' SPECIMEN SIGNATURE**

Attachment D

Attachment D

(Campus/College/Department)

**LIST OF MEMBERS**  
First Semester, AY 20\_\_-20\_\_

NAME OF ORGANIZATION:

CLASSIFICATION OF ORGANIZATION:

CAMPUS:

NAME	COURSE	SECTION
_____	_____	_____
_____	_____	_____
_____	_____	_____
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Faculty Adviser

SOA Head/ In-Charge/Coordinator \_\_\_\_\_ Campus

- 1.3.6 The activity shall be evaluated by the participants, organizers, and adviser. Results shall be included on the accomplishment report.
- 1.3.7 Attachments for letter of request for student activities/ programs:
  - 1.3.7.1 Program;
  - 1.3.7.2 Budget Proposal (prepared by the organization president, noted by the organization adviser;
  - 1.3.7.3 Resolution of the Organization (e.g. about fees) if necessary;
  - 1.3.7.4 Copy of the Approved Plan of Activities;
  - 1.3.7.5 Notarized Waiver (if the activity is outside the campus/, scheduled on weekends or beyond 10:00 p.m.); and
  - 1.3.7.6 For Educational Tours and Field Trips, full compliance on CHED Memorandum Order No. 63, Series of 2017

**1.4 Fund Raising Activities**

- 1.4.1 Any organization shall seek permission to conduct a fund raising activity. The letter shall contain the following:
  - 1.4.1.1 The nature and purpose of the activity;
  - 1.4.1.2 The date (s), time, venue of the activity;
  - 1.4.1.3 When deemed necessary, an approval from the Department of Social Welfare and Development (DSWD) indicating the beneficiary (ies) of the fund to be raised;
  - 1.4.1.4 The manner in which the fund raised shall be used; and
  - 1.4.1.5 The target amount of fund to be raised and the indicated means of control.
  - 1.4.1.6 The names of the students directly in charge of the fund raising activities.

The letter must be submitted to the Office of the University President or any of her/his authorized representatives at least two (2) weeks before the date of the said activity.

1.5 Proposed Policies and Guidelines on Student Activities to be held Outside the University

General Guidelines

- 1.5.1.1 Only bonafide students of the University who enrolled in the current term shall be eligible to attend these activities.
- 1.5.1.2 Officers of the Student Organization shall conduct a survey/ canvass on the preferred venue with price quotation.
- 1.5.1.3 The president of the Organization shall write a request letter to the University President or his/ her authorized representative which must be supported by Approved Resolution of the Organization and project proposal based from the survey result.
- 1.5.1.4 Full Compliance of the Requirements on CHED Memorandum Order No. 63, Series of 2017 to be verified by the SOA Head/ Coordinator.

**ARTICLE VI  
MANDATORY EVALUATION AND REVIEW**

**Section 1.** By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

**ARTICLE VII  
EFFECTIVITY**

**Section 1.** These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

**PROFILE OF STUDENT ORGANIZATION**

Name of Organization: \_\_\_\_\_

Organization President: \_\_\_\_\_

Faculty Adviser/s: \_\_\_\_\_

Campus: \_\_\_\_\_

Classification:

<input type="checkbox"/> Socio- Civic	<input type="checkbox"/> Special Interest
<input type="checkbox"/> Cultural	<input type="checkbox"/> Fraternity
<input type="checkbox"/> Academic	<input type="checkbox"/> Sorority
<input type="checkbox"/> Service Oriented	<input type="checkbox"/> Religious
<input type="checkbox"/> Advocacy Groups	<input type="checkbox"/> Sports
<input type="checkbox"/> Political	<input type="checkbox"/> Others: _____

Organization's Philosophy:

Vision:

Mission:

Goals:

Objectives:

Total number of members:

Logo:

**PREPARED BY:**

\_\_\_\_\_  
Organization Secretary

\_\_\_\_\_  
Organization President

**NOTED:**

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
College/School Dean

\_\_\_\_\_  
SOA Head/ In-Charge/Coordinator \_\_\_\_\_ Campus



Attachment (B) Certification of Academic Qualifications

\_\_\_\_\_  
Date

**CERTIFICATION**

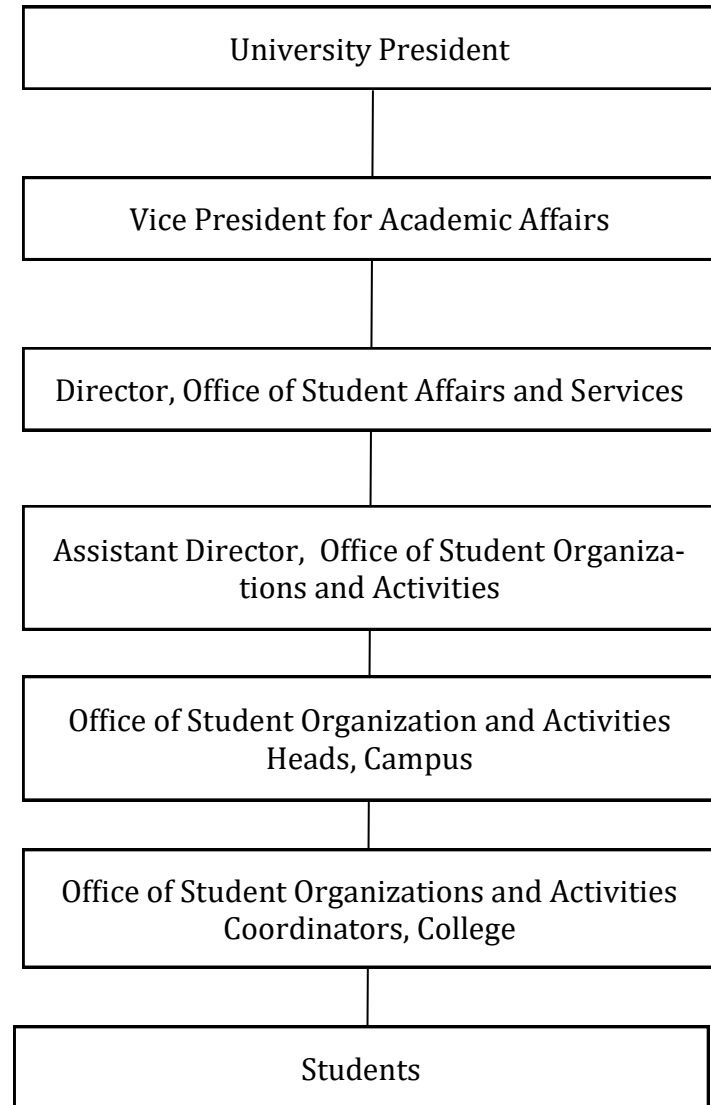
This certifies \_\_\_\_\_, a \_\_\_\_\_  
\_\_\_\_\_ of the \_\_\_\_\_ is a  
bonafied student of this University taking up at least 18 units this semester is not under  
academic probations nor under disciplinary probation.

This further certifies his/her general weighted average during the last semester/term  
attended is 2.5 (80%-82%)

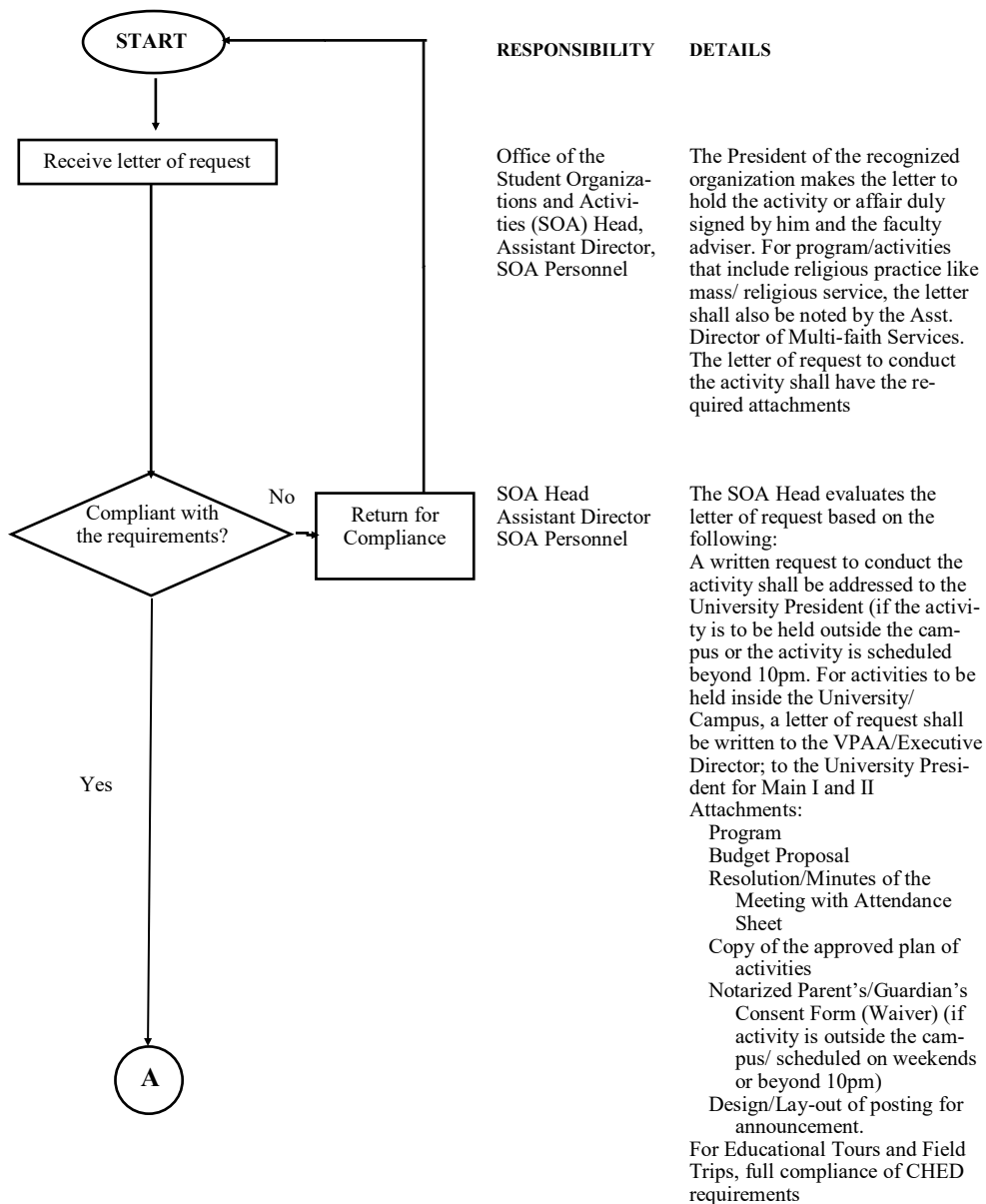
\_\_\_\_\_  
Faculty Adviser

\_\_\_\_\_  
College/School Dean

**ORGANIZATIONAL CHART**



Approval of Student Activities



Attachment (A) Commitment Letter of the Adviser

\_\_\_\_\_ Date

**Dr. LUCILLE D. EVANGELISTA**  
 Director, Office of Student Affairs and Services  
 This University

Madam:

This letter is in connection with the application for recognition/renewal of the Name of the Organization as a College-based/Campus-wide/University-wide Students' Organization.

I, the undersigned, have committed to serve as the organizations' faculty adviser for the academic year 20\_\_-20\_\_, and will therefore assume full responsibility for it as provided for in the guidelines for the recognition of student organizations.

Furthermore, I certify the correctness and completeness of the documents attached to the organizations' application for recognition.

Respectfully yours,

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 College/School: \_\_\_\_\_  
 Campus: \_\_\_\_\_  
 Faculty Rank: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Contact Number(s): \_\_\_\_\_  
 Date: \_\_\_\_\_

**NOTED:**

\_\_\_\_\_  
 SOA College Coordinator/SOA Head

**RECOMMENDING APPROVAL:**

**Assoc. Prof. ELEONORE E. SEPILLO**  
 Assistant Director, Office of Student Organizations and Activities

**APPROVED:**

**Dr. LUCILLE D. EVANGELISTA**  
 Director, Office of Student Affairs and Services



**APPLICATION FOR ORGANIZATION RECOGNITION/RENEWAL**

\_\_\_\_\_ Date

**NAME OF ASSISTANT DIRECTOR**

Assistant Director, Office of Student Organizations and Activities  
This University

The ( name of organization ) wishes to seek ( recognition/renewal ) to function as a curricular/ co-curricular/extra-curricular student organization in the ( College/School ), ( Campus ) for the academic year \_\_\_\_\_.

In this connection, we respectfully request your good office to grant its permission to operate as a College-based/Campus-wide/University-wide Student Organization, subject to the existing rules and regulations of our university.

Thank you very much.

Respectfully yours,

\_\_\_\_\_  
Organization President

Noted by:

\_\_\_\_\_  
Faculty Adviser

\_\_\_\_\_  
College Dean

Recommending Approval:

\_\_\_\_\_  
SOA Head, \_\_\_\_\_ Campus

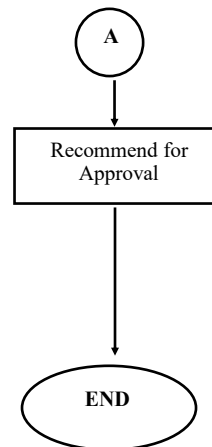
Approved by:

**NAME OF ASSISTANT DIRECTOR**  
Asst. Director, Student Organizations and Activities

*Required Attachments: (A) Commitment Letter of the Adviser, (B) Certification of Academic Qualifications, (C) Profile of Student Organization, (D) List of Members, (E) History of the Student Organization, (F) Declaration of the Organization's Revolving Fund, (G) Ratified Constitution and By-Laws, (H) Student Organization Adviser and Officers' Profile, (I) Plan of Activities, (J) List of Officers' Specimen Signature*

Tracking Number: \_\_\_\_\_

**Approval of Student Activities**



**RESPONSIBILITY**

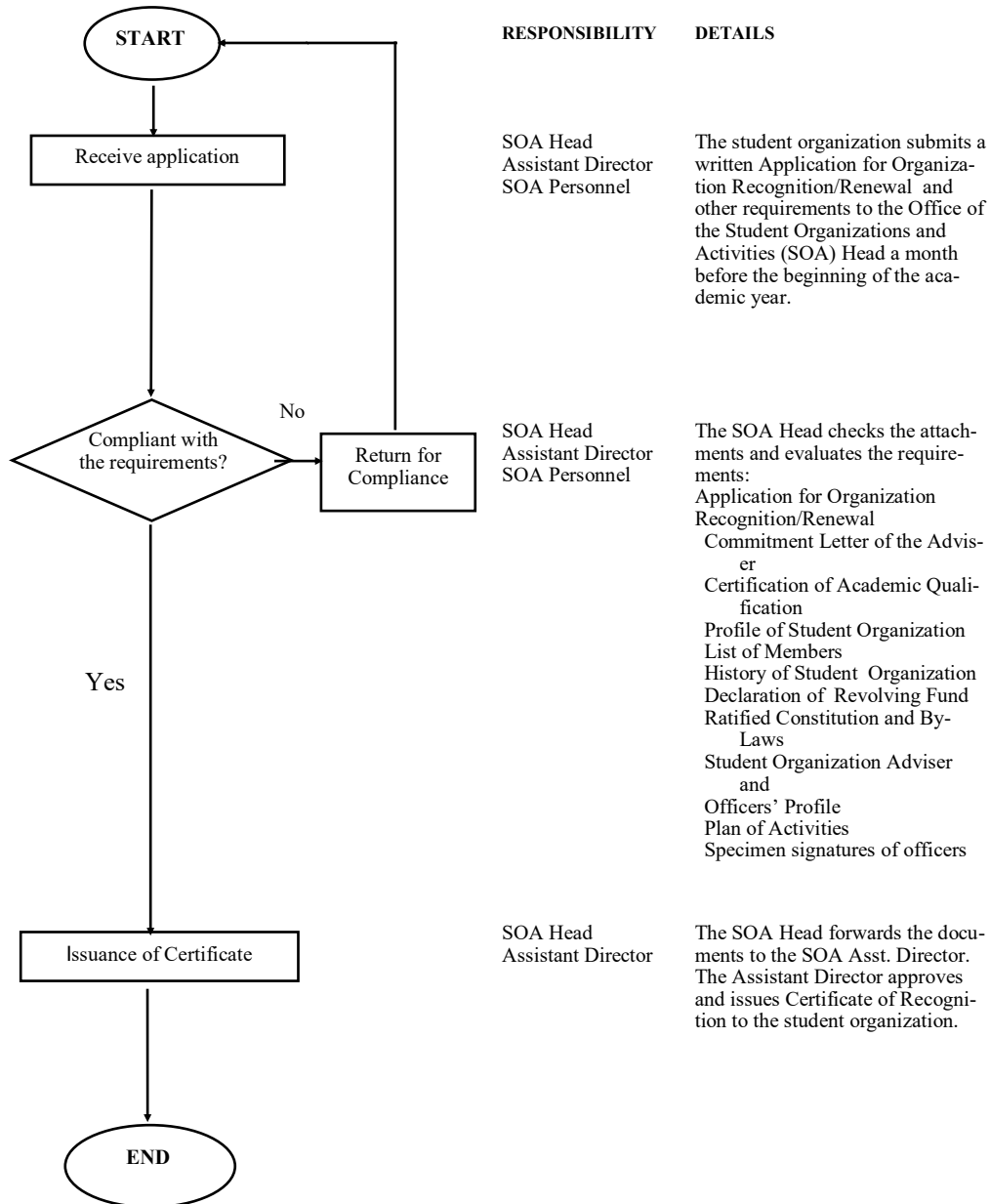
SOA Head  
Assistant Director

**DETAILS**

The SOA Head endorses the Letter of Request to conduct the activity to the SOA Asst. Director for recommendation for approval of the higher authorities.

Log the request for documentation.

**Certification for Recognition of Student Organizations**



**Approval of Request for New I.D.**

