

MEMORANDUM

TO : **ALL STUDENT ORGANIZATIONS**
(Existing and New – from both College and SHS)

FROM : The Undersigned

SUBJECT : REGISTRATION OF STUDENT ORGANIZATIONS

DATE : August 19, 2019

Concerning the registration of student organizations this School Year 2019-2020, please be guided by observing the following steps:

1. **Refer** to the GUIDELINES ON THE REGISTRATION OF STUDENT ORGANIZATIONS attachment on this memo.
2. **Download and Print** the applicable collated required forms from the link and QR code provided below.
3. **Accomplish** the forms clearly and completely with all the required signatures.

NOTES:

- An existing student organization is required to submit a **financial statement** containing the details of the organization's total income and expenditures for SY 2018-2019.
 - You may obtain Community Engagement Proposal forms at the Center for Service-Learning and Community Engagement (CSCE) for the "Proposal for Community Service" requirement.
4. **Submit** to CSAD all the accomplished required forms on or before **5:00 pm of September 5, 2019.**
 5. Receive your Certificate of Recognition on or before the 2nd Term, SY 2019-2020 as a recognized student organization.

NOTE: All student organizations will be evaluated by the **Committee on Student Organizations**. The Committee may require additional requirements to warrant an organization's recognition this school year. Failure to comply may warrant the non-permission for the organization to conduct any student activity.

For your usual cooperation and compliance.

CHRISTIAN VALOR M. SORISANTOS
Head, Center for Student Activities and Discipline

NOTED BY:

ANGELITO D. PLATINO
Director, Student Affairs Office

