STUDENT ACTIVITIES MANUAL

2015-2018

STUDENT ACTIVITIES MANUAL

De La Salle University-Manila
2401 Taft Avenue
Malate, Manila
2015

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Lasallian Formation and Action

Leadership

Community Engagement

Lasallian Achiever for God and Country
Critical and creative thinker
Effective communicator
Reflective lifelong learner
Service driven citizen

Lasallian Spirituality

Lasallian Formation and Action Framework

The Lasallian Formation and Action Framework integrate leadership skills, social engagement, and Lasallian spirituality in providing an effective learning environment to form holistically developed individuals. The holistic formation of students is grounded on the Lasallian Spirituality where he looks at the world around him with the eyes of FAITH. This understanding compels the individual to make a difference by effecting change in the society and with the necessary Leadership capabilities the Lasallian will become socially engaged and will work together with the members of the community for a common purpose.

The interlocking circles illustrate the connection among the three aspects of student's development with which all activities and programs of the University are focused on to enhance and further develop the students to be critical and creative thinkers, effective communicators, reflective lifelong learners and service-driven citizens. These are the expected attributed from all graduates of De La Salle University making them to be true Lasallian Achievers for God and Country.

Lasallian Reflection Framework

Suri-Nilay
(Analysis-Reflection)

Masid-Danas
(See-Experience)

Taya-Kilos
(Commitment-Action)
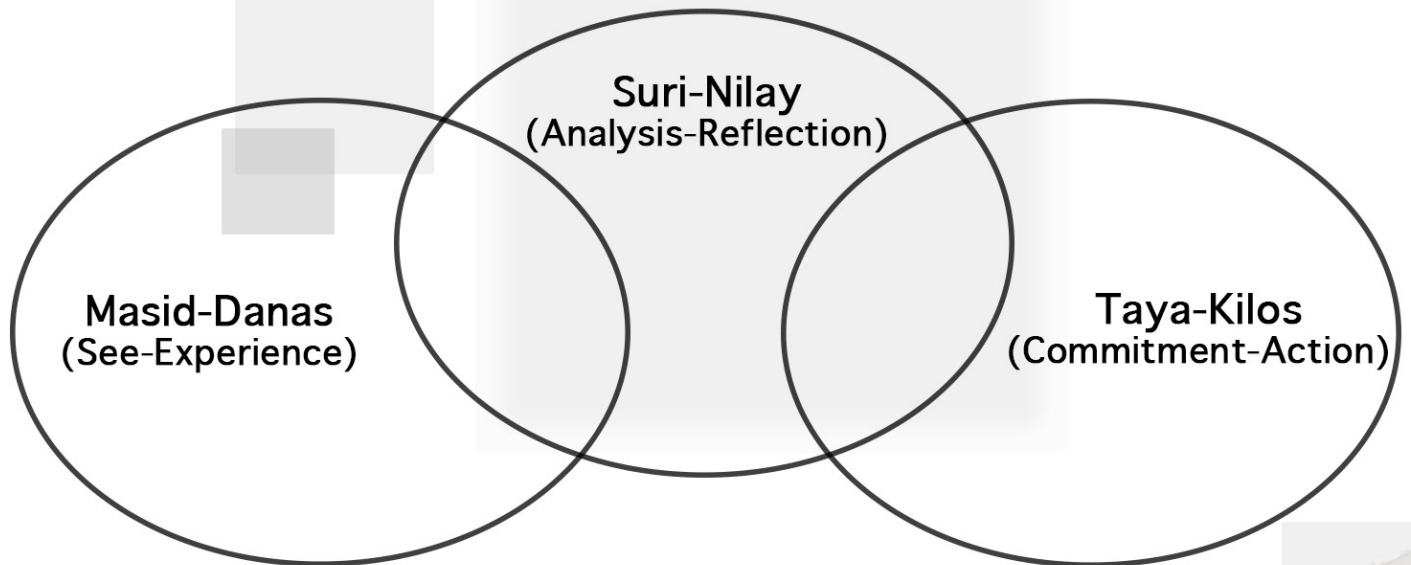
From Sensory to Conscious Experiencing

• What do I know of the issue?
• What have I experienced of the issue?
• Who are affected most by the issue and how?
• How has the issue arisen?
• What do people (the authorities/experts) say about the issue? Is there information/-data?
• What will I remember most about what people are saying? (concerns, problems and hopes)

From Analysis to Critical Reflection

• What are my immediate thoughts or impressions on the issue?
• What were the effects of such factors as:
age, race, cultural differences or similarities, class differences or similarities, religious beliefs ...?
• How were my own knowledge, values, attitudes, assumptions or past experiences influencing the way I felt or acted in this issue?
• What particular insight/view does our faith, Church teachings, scriptures, etc. give us on this issue?

From Commitment to Action

• What are some of the things an ordinary citizen can do about this issue?
• What responsibility do we have as people of faith?
• What are some of the things that are being done?
• What would we like to change about ourselves or the situation?
• What forces (people, institutions, cultural values, etc.) are likely to oppose me/us?
• What forces are likely to support us?
• Who will we choose to work with?
• Who will we ask for support?
• What are likely implications of our
• actions for ourselves? for others?

RATIONALE

1.1 Mandate from the University
COGNIZANT of its responsibility of developing the full potentials of the individual, the University sponsors and implements a comprehensive student services program. This program is offered by the seven (7) offices of the Student Affairs (SA) Unit which is being handled by its Dean.

1.2 Office of Student LIFE as Part of Student Affairs
As part of the Student Affairs (SA), the Office of Student LIFE abides and is guided by the SA Way.

SA Vision-Mission

A leading learner-centered student affairs and development resource committed to the holistic formation of Lasallians, integrating faith-life, leadership and community engagement towards social transformation.

Office of Student LIFE Vision/Mission

The Office of Student LIFE is a team of competent, innovative and learner-centered professionals, providing relevant formation programs and quality services toward the holistic development of faith-driven and service-oriented Lasallian leaders.

Office of Student LIFE Programs and Services

The Office of Student Leadership Involvement, Formation and Empowerment (Student LIFE) seeks to develop and implement programs that promote self-sustaining development and positive influence towards effective personal and organizational leadership. It takes charge of ensuring smooth and well-balanced implementation of co-curricular and extra-curricular activities of the different student groups under the Office of Student LIFE, the University Student Government (USG) and the Council of Student Organizations (CSO). It also encourages student involvement and helps orient freshmen and graduate school learners on University life.

Leadership Formation
Student LIFE provides student leaders with an awareness and understanding of the basic concepts and theories, as well as skills, principles, and techniques that will lead to the effective leadership and management of their organizations.

Leadership Development Training
Seminars are offered for free to undergraduate students to improve their skills in leadership, communication, personal management, and interpersonal relations.

Organizational Development Interventions (OD Interventions)
The office assists client student organizations in solving problems which hinder their effectiveness through a systematic diagnosis of the client organization's problem/s; formulating appropriate interventions and/or programs aimed at resolving issues identified; and providing follow-through services towards increasing organizational effectiveness.

Quality Assurance

This includes the following: Accreditation system, orientation of the officers of the University Student Government, Council of Student Organizations, and other recognized student organizations on university policies, exposures of student leaders to outside events and training that raise the standards of performance of their organizations, and a program for faculty advisers to facilitate their assistance to student organizations.

Orientation Services

This is designed to acquaint new undergraduate and graduate students to the University's Mission statement, campus facilities and offices, and the Lasallian community. More importantly, it aims to provide students a better understanding of the Lasallian culture and heritage.

Lasallian Student Consultancy Program (LSC), Lasallian Ambassadors (LAMBs) and Lasallian Student Ambassadors for Graduate Education (Lasallian SAGE)

This program aims to develop a pool of student volunteers who will serve as models of the Lasallian values of faith, zeal for service, and communion. This select pool undergoes training and assists in the delivery of the office's programs and services.

Graduate Student Service Program

The program aims to coordinate services related to the non-academic needs and concerns of the graduate students.

Student LIFE Online Services

This refers to the office's online structures to communicate and assist students and faculty on matters related to co-curricular and extra-curricular activities in the University. This includes online activity approval and document receiving system, social media information campaign, and web-based learning, among others.

Office of Student LIFE Organizational Chart

With the Director as the head of the Office, the programs and services of the Office of Student LIFE is provided by four (4) different Coordinators, together with the support of two (2) Secretaries.
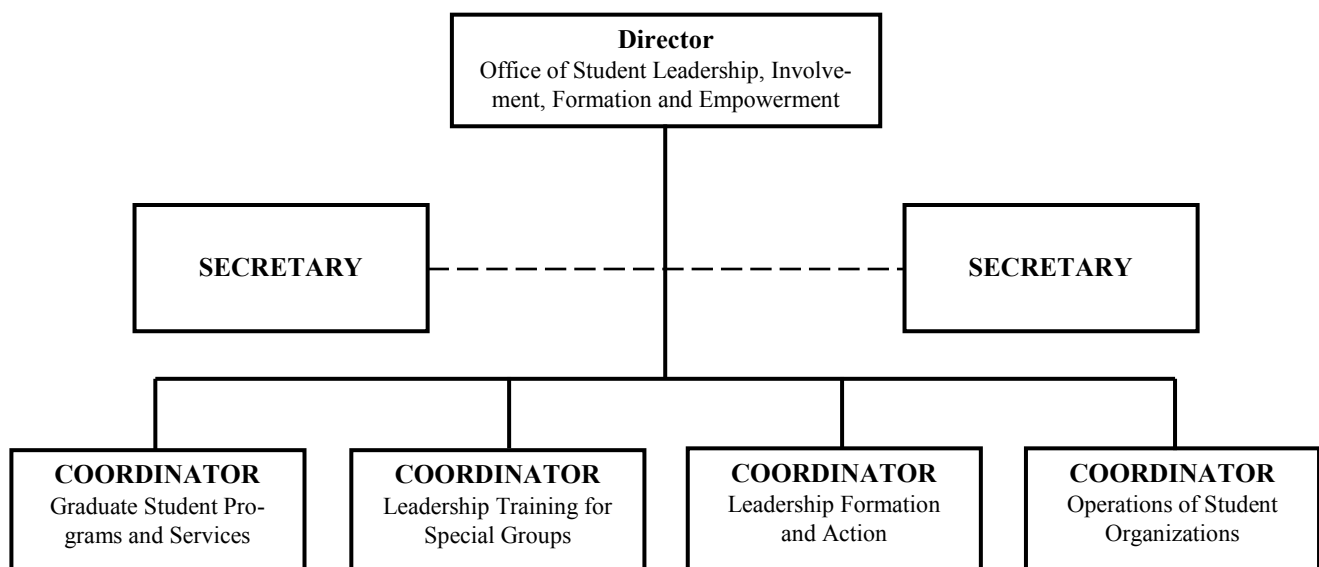
2.1 Faculty Advisers

Faculty Advisers are partners of the Office of Student LIFE in the supervision of the recognized student organizations. They act as models of professionalism, credible leadership and sound judgment. This partnership is an important component in delivering quality student services and developing Christian leadership qualities among the officers and members of the recognized organizations.

General Guidelines

Any member of the faculty of De La Salle University may be invited to serve as Faculty Adviser of an organization. An interested Faculty submits a Memorandum of Agreement (Appendix I) to the Office of Student LIFE to signify his/ her intent to become a Faculty Adviser.

Roles and Responsibilities

- He/she must be present in the planning and evaluation of trimestral/yearly activities.

- While the decision-making is left to the organization, he/she must give his/her professional advice and recommendations on the activities that are to be carried out by the organization.
- He/she signs and notes the organization's documents (signifying that he/she has been properly consulted by the organization and that he/she is knowledgeable of the proposal, report, or activity).

- He/she makes himself/herself available for consultation with all officers and members of the organization.

- He/she must be present in off-campus activities or occasions where the organization is representing the school. If the adviser is unable to attend, then he/ she should request another faculty member to take his/ her place. (Note: Off-campus activities are official University activities. The faculty is responsible in reminding the students the implementing guidelines in the Student Handbook and Student Activities Manual i.e. prohibition in drinking alcohol, smoking, gambling and possession of illegal drugs during University functions).

- He/she is encouraged to be present in activities initiated by the organization.

- He/she reviews activity reports and pertinent documents from the organization and then gives corresponding recommendations on those that require such.

- He/she provides guidance and direction in the development of the officers and members by encouraging them to hold seminars on project planning, financial forecast, and others or giving lectures on topics which may be of use to the organization.

- He/she is strongly encouraged to continuously interact with the members and the officers even outside their formal function as adviser and advisee, respectively.

- He/she must attend the faculty advisers meetings called by the Office of Student LIFE.

- He/she makes himself/herself available for consultation upon the request and notification of Office of Student LIFE.

- He/she reviews all documents from Office of Student LIFE and then gives his/her recommendations on those that require them.

- The adviser submits an evaluation of the organization to the Office of Student LIFE every re-accreditation cycle (Appendix J).

- In cases of disagreement between an organization and its adviser on a particular matter, either party may initiate consultation with the Office of Student LIFE, the organization and the CSO Executive Board.

- He/she may withdraw from his/her role as faculty adviser if he/she honestly believes and feels that he/she will be constrained in carrying out his/her responsibilities (first term is the deadline except for un foreseeable circumstances, then one month before). It is however encouraged that the adviser informs the Office of Student LIFE and the organization in writing a month before the effectivity date of his/ her leave or resignation to prepare for any transition

- Any organization with 1 to 200 members should have at least 2 faculty advisers. For every additional 100 members, the organization is entitled to 1 more Faculty Adviser.

Resources

Student LIFE Home Page

- http://www.dlsu.edu.ph/offices/osa/student_life/default.asp

Faculty Manual

Student LIFE Office Staff

- Local 732, 739
- Resources for team building
- Transition workshop for current and incoming officers
- Reading materials

2.2 Other partners

University Student Government- Department on Activity Approval and Monitoring (USG-D AAM)
The USG-DAAM is an executive department under the Activities Assembly (AA) of the University Student Government that approves and monitors selected on- campus activities of the different batches and assemblies. The USG-DAAM processes the activities of the University Student Government and evaluates each activity accordingly. It also takes charge of the documentation of the post-activity requirements.

Activity Processing and Screening Team (CSO-APS / USG DAAM - APS)
The APS is the executive team of the Council of Student Organizations as well as a committee under the USG-DAAM that approves selected on-campus activities of all accredited organizations and USG units.

Activity Documentations and Management Team (CSO-ADM / USG DAAM - ADM)

The ADM is the executive team of the Council of Student Organizations as well as a committee under the USG -DAAM that takes charge of the documentation of the post-activity requirements of all accredited organizations and USG units.

Activity Monitoring Team (CSO-AMT/ USG DAAM - AMT)

The AMT is the executive team of the Council of Student Organizations as well as a committee under the USG - DAAM that is in-charge evaluating the activities and performance of all accredited organizations and USG units.

Publicity & Marketing Team (CSO-P&M / USG DAAM - P&M)

The P&M is the executive team of the Council of Student Organizations as well as a committee under the USG - DAAM that is in-charge of monitoring the publicity materials and minor publications of all accredited organizations and USG units.

Council of Student Organizations Finance Team (CSO-FIN)

The FIN is the executive team of the Council of Student Organizations that is in-charge monitoring and maintaining records on the financial of all accredited organizations.

University Student Government - Office of the Treasurer (USG - OTREAS)

The USG - OTREAS is the executive office of the University Student Government that is in-charge monitoring and maintaining records on the financial of all accredited organizations.

The Office of the Associate Vice-President for Campus Services (AVP-CS)

The Office of the Associate Vice Chancellor for Campus Services plans, organizes, and supervises the activities and operations of the University's safety and security, and medical and dental services; takes charge of all requisitions for and purchases of equipment (office, laboratory, etc.) furniture and fixtures, and other materials for the University; takes charge of all warehousing and inventory activities and supervises all mimeographing, reproduction and distribution of University materials.

The Strategic Communications Office (STRATCOM)

The STRATCOM is partner to Office of Student LIFE in terms of media-related activities sponsored and organized by the student organizations. The STRATCOM gives clearance/approval to any media-related activities on and off campus

The Student Discipline Formation Office (SDFO)

In the implementation of the different student activities on campus, the Office of Student LIFE seeks the help of the SDFO in ensuring discipline and proper decorum among students in official University activities.

The Center for Social Concern and Action (COSCA)

In assisting the recognized organizations in their community engagement activities, COSCA is partner to the Office of Student LIFE by giving professional guidance and services in developing and implementing the social awareness programs of the University and making sure that the community engagement of the different student groups are consistent with the mission statement of the University.

Lasallian Pastoral Office (LSPO)

Lasallian formation is integral in the life of the different recognized student organizations on campus. LSPO provides the expertise to student groups in organizing and implementing the spiritual activities of the organizations.

Student Media Office (SMO)

Student organizations venture into publishing their activities, projects, and plans through newsletters, oracles, and other printed articles circulated within and outside the University premises. The SMO assists the student organizations through the Office of Student LIFE regarding minor publications by providing technical training and consultation sessions.

Office of Counseling and Career Services (OCCS)

The Office of Counseling and Career Services is the leader in providing DLSU students responsive counseling and career services. The Office serves as a resource to the University in facilitating the students' holistic growth and psychological well-being for better life adaptability as they become significant contributors to Church and Nation.

ORGANIZATIONAL STANDARDS

The involvement of students in various co-curricular and extra-curricular activities is an integral part of the student's educational formation. Therefore, these must be geared towards values and skills that Lasallian

3.1 Brief Description

Mandate of the University

The University recognizes the importance of developing creative and responsible student leaders who will eventually assume the mantle of leadership in their chosen fields of endeavor. For this purpose, it seeks to encourage the formation of student groups that pursue clearly established common objectives and the initiation of student-directed endeavors set up along social, cultural, religious, literary, educational or recreational activities.

Role of the Office of Student LIFE in Organizational Standards

It shall be the responsibility of the Head of the Office of Student LIFE to supervise and regulate the operations and activities of all duly recognized student organizations in cooperation with and through the USG and CSO for the purpose of providing needed guidance for the maximum utilization of their human potentials and resources and efforts towards the attainment of goals and objectives of the organization as envisioned in their approved constitution and by-laws.

Office of Student LIFE Implements Organizational Standards

The Office of Student LIFE is mandated to work closely with the Dean of Student Affairs in the supervision and coordination of organizational activities of each student organization and shall meet with the recognized organizations at least once every term to discuss, among others, current projects, plans, pressing problems and assist the organization attain its objectives in accordance with institutional and Office of Student LIFE policies.

The Office of Student LIFE reserves the right to disapprove any activity, after consultation with the organization concerned on the grounds that such activity violates any institutional policy as well as rules and regulations set forth by Office of Student LIFE.

In case of conflict within an organization or, between two or more organizations, and when no resolution to the issue at hand may be reached, the Executive Board (EB) of the CSO, the USG, or both may intervene and render a decision appropriate. (Student Handbook 12-15, Section 8.5.7).

3.2 Council of Student Organizations

The Council of Student Organizations (CSO) is the union of 40 accredited student organizations, categorized as professional, special interest and socio-civic organizations, of De La Salle University. Since it's founding in 1974, the Council has continuously delivered quality student services and produced outstanding student leaders dedicated to serving the LaSallian community.

Composition

- Council of Student Organizations (CSO) – shall include the CSO Executive Board, all the accredited professional, special interest, and socio-civic and responsibility organizations, and the Executive Teams.

- Council Body (CB) – pertains to the assembly of all the accredited organizations presidents and all the members of the CSO Executive Board.

- Accredited Organizations – those, which are both recognized by the University and undergo re-accreditation once in an academic school year

- Re-accreditation Committee – composed of the Executive Board members of the CSO and a representative from the Office of Student Leadership, Involvement, Formation and Empowerment (Office of Student LIFE), and representative of student affairs of STC; the operations of the committee shall be governed by the Policies on Re-accreditation.

- Aspiring Organizations Accreditation Committee (AOAC) – composed of the Chairperson of the CSO, the Vice President- Internals of the University Student Government (USG) and the Head of Student LIFE; the operation of the committee shall be governed by the policies stated in the Student Handbook.

Nature of Activities

Academic
Student organizations are encouraged to implement programs or activities such as seminars, tutorials, and contests etc. that supplement classroom learning and develop the core competencies of their constituents/ members.

Community Engagement
The University acknowledges the crucial role students play in the implementation of community development programs. This entails implementing a sustainable solution to the problems of This is in line with the vision of the University to truly mold students who are in service to society.

All organizations are expected to have at least one (1) Community Engagement Program for the academic year. It can be an existing program initiated by officers of previous school year or a new program in consultation with Office of Student LIFE and Center for Social Concern and Action (COSCA). See Appendix DD to GG for the guidelines on conducting Community Engagement and Outreach activities.

Issue Advocacy

Student organizations are encouraged to discuss and address pertinent university, national and global issues through various efforts including online publicity, campaigns, etc.

Lasallian Formation/ Spiritual- Renewing

Organizations are encouraged to create various initiatives that focus on deepening the understanding of the Lasallian values and that highlight the true essence of being a Lasallian. This may be in the form of mass sponsorships, praise fests, recollections or retreats, vocation programs etc.

All organizations are expected to have at least 1 spiritual activity to provide their members or constituents with venue/s to commune with God, others and nature (i.e. prayer meeting, mass, retreat or recollection) for the academic year or a new program in consultation with the Office of Student LIFE and the Lasallian Pastoral Office (LSPO).

Organizational Development

The University acknowledges the need for organizations to implement measures and programs that will aid in the growth of its members and in the sustainability of the organization. This may be in the form of meetings, general assemblies, training seminars, teambuilding workshops, and succession programs.

Special Interest

Student organizations are encouraged to create activities that cater to the holistic growth of its members such as outdoor activities, skill enhancing seminars and hobby related activities.

Outreach

The university acknowledges the crucial role students play in the implementation of short term services to communities who might not otherwise have access to those services. See Appendix DD to GG for the guidelines on conducting Community Engagement and Outreach activities.

Departmental Initiative

To promote collaboration, student organizations may implement endorsed activities to aid their respective department. These are activities organized and/or funded by departments or offices inside the University.

Fundraising

The University acknowledges the need for student organizations to source their funds on top of the operating budget allocated for them. Student organizations are encouraged to organize fundraising activities, the investment of which shall give favorable returns to the organization. The incidence of expense beyond the financial capacity of the organizations to pay is strictly discouraged.

Sixty (60)- Forty (40) Ratio of Activities

Professional Organizations

Professional organizations shall organize activities that would support and reinforce the academic development of their members. Sixty percent (60%) shall be academic, career-related and organization-related.

Academic and career-related activities aim to assist students and graduates understand one's major course or career options; identify the different types of existing industries or organizations; experience interacting with companies and organizations; gain direct exposure to different types of company cultures and work settings, and explore alternative career-path to college majors. Examples include talks by successful graduates and networking activities with companies, etc.

Organization-related activities are projects that aim to fulfill the mission of the organization and are in line with its vision but are not directly academic-related. Examples include issue-advocacy forums on ASEAN Integration by International Studies Organizations and hosting conferences on energy and natural resources by Engineering Organizations.

Forty percent (40%) shall cover other activities that do not fall within those mentioned above. These activities fall under the activity natures of Organizational Development, Outreach, Community Development, Lasallian Formation/Spiritual- Renewing, Student Services and Special Interest.

Special Interest (SPIN) and Socio-Civic and Outreach (SCORE) Organizations

Special Interest (SPIN) and Socio-Civic and Outreach (SCORE) Organizations shall follow this breakdown of activities: Sixty percent (60%) shall be according to the nature and objectives of the organization. Forty percent (40%) shall cover other activities. These activities fall under the activity natures of Organizational Development, Lasallian Formation/Spiritual- Renewing, and Student Services.

3.3 University Student Government

Composition

Executive Board

The Executive Board shall be the highest governing body and representative authority of the USG. It shall compose of the following:
- President
- Vice President for Internal Affairs
- Vice President for External Affairs
- Executive Secretary
- Executive Treasurer

The EB shall have the following powers, duties and responsibilities:
- To uphold and enforce the provisions stipulated in this Constitution and its bylaws.
- To outline and enforce basic policies that shall facilitate the performance of its duties and responsibilities.
- To discuss national, sectoral and university-wide issues and academic-related matters, projects, programs and campaigns to be presented to the College Presidents.
- To ensure fair, efficient and effective representation in all University committees whose services and decisions affect the welfare of the students.
- To create departments and ad hoc as may be necessary to discharge its functions.

College Student Government

The College Student Government, which shall hereinafter be referred to as CSG, shall be composed of all undergraduate students of each respective college.

The CSG Executive Board, which shall hereinafter be referred to as CSG-EB, shall be the highest governing body and representative authority of each respective college.

The CSG-EB shall be composed of the following:
- College President.
- All Batch Presidents from the college.
- All Legislative Assembly Representatives from the college.

Batch Student Government

The Batch Student Government, which shall hereinafter be referred to as BSG, shall be composed of all undergraduate students of each respective batch of each respective college.

The BSG Executive Board, which shall hereinafter be referred to as BSG-EB, shall be the highest governing body and representative authority of each respective batch of each respective college.

The BSG is a unit that works under the CSG and thus shares a financial account with the CSG.

The BSG-EB shall be composed of the following:
- Batch President.
- Batch Vice-President.
- Legislative Assembly Representative

Streamlining Committee On Research, Activities And Projects

SCRAP shall be an initiative that aims to streamline activities of the various organizations making up the Council of Student Organizations and the various units of the University Student Government for the term.

It shall be the duty and responsibility of the USG EB to initiate and hold SCRAP before the deadline of submitting GOSM's has passed. The manner in which SCRAP will be done shall be up to the discretion of the USG EB.

Term End Report

In the spirit of transparency and accountability, a compilation of all post activity requirements of the USG as a whole must be accomplished at the end of every term.

Nature of Activities (USG)

Student Services
Student organizations are encouraged to provide various services that address specific students' needs such as grievance booths, charging stations, locker rentals etc.

National Affairs
It is the duty of the University Student Government to implement programs that will advocate awareness of and involvement in national and sectoral issues.

Rules and Policies
It is the duty of the University Student Government to implement programs that will aid in the review of rules, policies and procedures of the university directly affecting the student body.

Students' Rights and Welfare
It is the duty of the University Student Government to implement programs that will supplement discussions on issues concerning the rights and welfare of students both local and national in scope, and programs that will subsequently ensure the protection of these rights.

Community Engagement
The University acknowledges the crucial role students play in the implementation of community development programs. This entails implementing a sustainable solution to the problems of this is in line with the vision of the University to truly mold students who are in service to society. See Appendix DD to GG for the guidelines on conducting Community Engagement and Outreach activities.

Organizational Development
The University acknowledges the need for organizations to implement measures and programs that will aid in the growth of its members and in the sustainability of the organization. This may be in the form of meetings, general assemblies, training seminars, teambuilding workshops, and succession programs.

Issue Advocacy
Student organizations are encouraged to discuss and address pertinent university, national and global issues through various efforts including online publicity, campaigns, etc.

Lasallian Formation/ Spiritual- Renewing
Organizations are encouraged to create various initiatives that focus on deepening the understanding of the Lasallian values and that highlight the true essence of being a Lasallian. This may be in the form of mass sponsorships, praise fests, recollections or retreats, vocation programs etc.

Outreach
The university acknowledges the crucial role students play in the implementation of short term services to communities who might not otherwise have access to those services. See Appendix DD to GG for the guidelines on conducting Community Engagement and Outreach activities.

3.4 Submission of Goals, for CSO and USG

A master plan of GOSM (Goals, Objectives, Strategies, and Measures) of all activities shall be submitted by CSO, its member organizations, USG units and Special Groups to the Office of Student LIFE **two (2) weeks before the start of first term**. Organizations under CSO must comply with the 60-40 rule of activity nature for the whole academic year. Any changes on the master plan shall only be allowed until the **third Friday from the first day of each term**. Any further changes after the said deadline shall be supported by a proposal to be reviewed. For USG, being considered as one (1) unit, College and Batch Governments are expected to submit one (1) GOSM per college. Consequently, the Executive Board is also expected to submit one (1) consolidated GOSM.

3.5 Special Groups

Special Groups are encouraged to organize activities according to their nature but are not required to follow the sixty-forty rule of USG or CSO. However, special groups are still expected to comply with the rules and regulations of the University and of this manual in the conduct of their activities.

3.6 Amendments in Organizational Constitutions

Any amendment in the organizational constitution and structure shall be submitted to the Office of Student LIFE on or before the thirteenth week of the last term. The Accreditation Committee has the power to veto any amendment done by the organization if there are sections that are in contradiction to the provisions of the Student Handbook and Student Activities Manual. 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.

The establishment and operations of student organizations in the University are governed by the rules and regulations concerning student organizations and their activities within school campuses contained in Department of Education Order No. 61, Series of 1985.

4.1 Authority to Operate

Students desiring to establish, join, and participate in student organizations on campus may do so as a right, subject only to reasonable regulations promulgated by the University through the Dean of Student Affairs (DSA), consistent with the Students' Charter and other laws and regulations, in return for recognition by, affiliation with, and support from the DSA. It is also understood that organizations and publications of students that exist or operate outside the system of school recognition shall continue to be governed by law. (Student Handbook 12-15
B.39, Section 12.2)

4.2 System of Accreditation

The University through the Office of Student LIFE has designed a system of accrediting student organizations aspiring for recognition. The Aspiring Organizations Accreditation Committee (AOAC) facilitates this process of recognition and is likewise tasked to define and formulate, for approval, policies governing the recognition and accreditation of student organizations.

4.3 Functions of the Aspiring Organizations Accreditation Committee (AOAC)

The Aspiring Organizations Accreditation Committee (AOAC) Composed of the Head of Student LIFE, USG Vice President for Internal Affairs and the Chairperson of the Council of Student Organizations. Its functions are the following:

- To screen the application of aspiring organizations.
- To prepare aspiring, newly recognized and accredited student organizations in the rudiments of student activities.
- To facilitate the admission of successful aspirants in the other Student Affairs (SA) Offices, when applicable.
- To recommend and make policies regarding aspiring organizations.

4.4 Accreditation Policies

- All aspiring organizations shall abide by the policies of the University as stipulated in the Student Activities Manual.
- All reservations of aspiring organizations during their trial period shall be under the Office of Student LIFE.
- The official standard for accreditation is the CSO Accreditation Model for Aspiring Organizations (Appendix HH).
- Any violation of the aspiring organization on the existing policies of the University will be counted against their application.
- The provisions stipulated in the AOAC Manual of Operations shall be binding to all members of the AOAC.
- The AOAC Manual of Operations (Appendix S) shall be subjected to review once every academic year, during the last four weeks prior to the activity ban of the third trimester. Substantial

document should be published in any of the University's student publications at the beginning of the next academic year.

- A disqualified aspiring organization, except for reasons stated in the AOAC Manual of Operations under General Policies, will not be allowed to re-apply. Refer to the AOAC Manual of Operations for the grounds for reapplication.
- Acceptance or rejection of application shall depend on the existing Policies for Applying Organizations, and shall be made consistent with the Students' Charter and the Student Handbook.
- Appeal of any nature should be submitted through the AOAC to the Dean of Student Affairs for resolution.
- All decisions to be carried out by the AOAC shall be based on the majority vote.

Specific Policies Regarding Applying Organizations

1. As a general policy, AOAC will only consider aspiring organizations that contribute to the University's goal of establishing an integrated community of persons, learners, scholars and citizens. Thus, any applicant-organization whose goals, objectives and/or activities (proposed or implemented) seem to promote some form of regionalism, exclusivity, prejudice or malice toward any sector of the University will be denied recognition.

2. Aspiring organizations whose membership qualifications or activities are rigid and unreasonable, and demand the use of physical harm or violence will be denied recognition.

3. In view of limited funds, facilities and other resources in the University, AOAC will not recognize an applicant organization:

   A. Whose general nature, objectives and/or activities overlap with those of existing student organizations; and

   B. That which can be integrated into the functions of any existing student group or academic

   sector.

4. All accepted applicant-organizations will undergo a three-month or one-term observation/trial period to prepare themselves with the rudiments of a recognized organization and help AOAC verify its nature. After the trial period, any of the two (2) conditions will apply:

   A. The organization is accepted under a three-term probationary status under CSO or the Office of Student LIFE.

   B. The application of the organization is denied.

5. The Executive Board of Officers of all applicant organizations must have at least two (2) years left of academic residency from the time of application.

6. Applying organizations whose nature can be classified under any of the other SA offices other than the Office of Student LIFE will be referred by the AOAC to the SA Office concerned which will then decide whether to grant or reject the application.

7. An organization must pass the entire probationary period to qualify for full accreditation.

Procedures in Forming Student Organizations

Application and Filing
Any group of 15 students may apply to the AOAC to form a student organization. The application may be filed with AOAC on the first trimester of the current academic year but not later than 30 school days before the final examination of the first trimester.

Documents Required
Three copies of the following documents should be presented at the time the application is filed.

- A formal letter of application addressed to the AOAC;

- Constitution and by-laws;

- List of interim board of officers, with their names, respective positions, majors, year levels, telephone numbers, birthdays, specimen signatures and ID numbers.

- Names, year l levels, majors, ID numbers and signatures of at least 15 founding members, inclusive of officers;

- A master plan of activities good for one year, which includes the goals, objectives, brief description and budget breakdown per activity.

- A Table of Organization/ Organizational Structure;

- Budget Proposal for one year;

- Certification from the SDFO stating that the members and founders are bonafide students of De La Salle University together with the students' existing discipline records;

- Name of faculty adviser/s with the letter of acceptance addressed to the Head of the Office of Student LIFE.

The constitution and by-laws as well as the proposed activities of the applicants should be in accordance with the institutional policies and other rules and directives of Office of Student LIFE, University Student Government Council (USG), and Council of Student Organizations (CSO), and such should not conflict or overlap with those of existing organizations. In addition, the officers and founding members should be of good moral character.

Approval of Application

The applicant should be informed of the approval of its application within two months from the date of submission of requirements. No student organization shall be allowed to function without the prior approval required.

If the membership of a probationary organization is less than 50 members, the AOAC shall deliberate on a case-to-case basis on the status of recognition of the organization.

Please refer to the AOAC manual for complete list of policies and procedures on accreditation of new organizations.

ACTIVITY APPROVAL POLICIES & GUIDELINES

5.1 General Guidelines

1. The organizations must be responsible in preparing all the necessary documents needed for processing their activity.
   a. For all activities to be held in Taft campus, venue reservations must be obtained through the Online Resource Reservation System using the organization's MLS account. For special cases, a letter addressed to the Physical Facilities and Management Office must be written.

   b. For activities to be held in STC campus, reservations must be done at the Facilities Management Office in STC **after the activity has been approved**.

2. The organization shall check under which approving body the planned activity must be processed through. (Office of Student LIFE or CSO-APS/USG DAAM APS). See appendix M-N for the type of activities as well as document requirements.

3. The following are the only bodies recognized by the University to approve activities of student groups under the Office of Student LIFE:
   a. STC
      Executive Director for Student Affairs
      Coordinator for Student Affairs
      Activity Processing and Screening Team, CSO- STC
      Activity Processing and Screening Team, USG DAAM-STC
      Executive Vice Chairperson for Activities and Documentations, CSO-STC
      Vice Chairperson, USG-DAAM
      Campus President, STCG

   b. Taft
      Head, Office of Student Life
      Coordinator for Operations of Student Organizations, Office of Student LIFE
      Executive Vice Chairperson for Activities and Documentations, CSO-Taft
      Activity Processing and Screening Team, CSO-Taft
      Activity Processing and Screening Team, USG DAAM -Taft
      Chairperson, USG-DAAM
      Vice President for Internal Affairs, USG

4. The students shall observe the following office hours when submitting and claiming such documents:
   Monday to Friday
   8:00 AM – 12:00 NN
   12:00 – 1:30PM   Lunch Break
   1:30 – 5:00PM
   Saturday
   8:00 AM - 11:00 AM

5. For purposes of this manual, 1 week is equivalent to 6 working days (Monday to Saturday) following the office hours stated above.

6. All documents submitted including but not limited to the pre- activity requirements, post activity documents, venue reservation letters and other communication letters will be released after 2- 3 working days.

5.2 Activity Process

Every activity follows a 4- stage process:

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┌─────────┐  ┌──────────────┐  ┌──────────────┐  ┌───────────────┐
│ Pre Activity │ Activity Proper │ Post Activity │ Documentation │
└─────────┘  └──────────────┘  └──────────────┘  └───────────────┘
```

Pre Activity

1. Make sure all pre-activity requirements are complete prior to submission. **Official templates which are necessary for processing can be secured through the DLSU website**. For the list of pre- activity requirements for each type of activity, see Appendix M-N.

2. All documents to be submitted for approval must be logged through the Activity Receiving and Tracking System (ARTS) of the respective Approving Body concerned.

   Deadlines:

   a. All in-campus activities (Taft & STC) must be submitted to the respective approval body **not later than 2 weeks** before the date of activity. In the event that the activity will incur no expenses, pre- activity requirements **may be** submitted not later than 1 week before the activity. This is to give sufficient lead time for the processing of documents with other offices (ie. Accounting, Security Office, etc).

   b. Term long activities must be processed **not later than 1 month** after the start of the term.

   c. All off-campus and overnight activities must be submitted to the Office of Student LIFE **not later than 3 weeks** before the date of the activity. Fundraising and solicitation activities must be submitted **not later than 1 month** before the date of the activity.

3. Project Heads/ Officers may check the status of their proposal through the online feedback link to be provided by the Approving Body concerned.

   Status:
Approved	All necessary requirements and documents are complete
Late-Approved	Activity was processed later than given allowable time
Pending	Requirements and documents submitted are Incomplete
Denied	Activity is not allowed for execution

4. Once the activity merits an approved status, documents can be claimed in the respective offices of the Approving bodies.

5. In case of changes in activity details, the organization must fill- up a Special Approval Slip (SAS, Appendix D) and submit it to the respective Approving body together with the approved A-form **not later than 1 day after**

the original date of the activity. A separate form must be claimed from the CSO/ USG– DAAM AMT to inform them of the changes (Appendix LL). The AMT form (Approval of Changes in Activity Details) must be submitted to AMT **one (1)** day **before** the activity.

6. In case of cancellations, the SAS must also be filled- up.

Activity Proper

1. Make sure to arrive early in the activity venue to have ample time to prepare for the activity.

2. Take note of the necessary details/ documents needed for post-activity requirements by having an internal evaluation of the activity. This may be done through identifying the strengths and areas for improvement of the event.

3. Have fun and remember the essence of executing the activity.

Post Activity

1. Make sure all post activity requirements are complete prior to submission. Official templates which are necessary for documentation can be secured through the DLSU website. For the list of post- activity requirements, see Appendix M-N..

2. All documents to be submitted must be logged through the Activity Receiving and Tracking System (ARTS) of the respective Approving Body concerned.

> Deadlines:
> a. Post activity documents for term long activities must be submitted to the respective offices not later than the start of Activity Ban imposed by the Office of Student LIFE.
>
> b. Post activity documents for non- term long activities must be submitted to the respective offices not later than 1 month after the Activity date.

3. After submission, project heads/ officers may check the status of their documents through the online feedback link to be provided by the Approving Body concerned.

> Status:
> Early & Complete   Complete documents are submitted within the allowable   time
> Early & Incomplete   Incomplete documents are submitted within the allowable time
> Late & Complete   Complete documents are submitted after the allowable time
> Late & Incomplete   Incomplete documents are submitted after the allowable time

4. Once the activity documents are cleared; documents can be claimed in the respective offices of the Approving Bodies. In cases of project linkages between USG units and CSO organizations, a copy of the post activity requirements should be submitted to both USG-DAAM and CSO-ARC.

Documentation

1. All documents processed must be scanned and uploaded into the Organization's online drive not later than 2 weeks after the last day of classes for the term.

2. The Organization's Executive Secretary/or any equivalent must submit a content paper to the CSO Executive Vice Chairperson for Activities and Documentations (for CSO) or the USG DAAM Chairperson (for USG).

5.3 Evaluation of CSO activities

In cases that the activity was evaluated by the CSO and USG– DAAM Activity Monitoring Team (AMT), evaluation sheets must be uploaded in the organization's respective drive (ie. Google Drive). See Appendix KK for the list of activities that may be evaluated by the AMT.

Activity Monitoring Team Representative

- In charge of ensuring AMT Evaluation Sheets are submitted and received on time.
- Direct inquiries of organization to AMT.
- Serve as the organization's representative for AMT.
- Serves as the organization's representative for the processes of AMT:
    - Pre-Activity: - Must inform the project heads about the processes of AMT about changes in activity details and any inquiries that may arise.
    - Post-Activity: - Ensures that the AMT Evaluation Sheets are uploaded on time and completely. - In cases of disagreements between AMT and the organization, the AMT Representative shall act as the highest officer of the organization.

The organization may check the status of their evaluation sheets through the AMT's drive.

CLEAR	The evaluation sheet has been submitted on or before the deadline and has a clear scanned copy.
STRIKE	A strike is earned when changes in activity details are not informed to AMT. This is also earned if the scanned copy of the evaluation sheet has been altered.
LATE	An activity evaluation sheet receives a LATE status if it is scanned and uploaded to the designated Drive after the deadline.
LOST	An activity evaluation sheet receives a LOST status if the organization did not upload the evaluation sheet at all.
VOID	If the President did not receive the evaluation sheet as represented by the absence of his/her signature.

5.4 Conducting Activities in Science and Technology Complex (STC)

1. The organization shall prepare their Project Proposal Request (PPR) based on their GOSM.
2. They shall plan with their team the details of your PPR. They shall seek approval from the following signatories: (**3 weeks before the activity**).
    - Executive Director, Student Affairs, STC – for final approval
    - Coordinator, Student Affairs, STC- initial approval and endorsement to the
    - Executive Director
    - CSO – APS
    - USG DAAM – APS
    - STCG
3. After the PPR has been approved, the organization shall write a budget request to the Executive Director.
4. The organization shall reserve venues at the Facilities Management Office (FMO) - **10 working days before the activity;** AV equipment at the Instructional Media Services (IMS) and IT equipment at the Information Technology Service (ITS) – **3 working days before the activity**.
5. Accomplish forms (food entry, SPCA, gate pass, etc.) and submit to respective offices.
6. Implement the program
7. Evaluate the program; submit post acts with poster, pictures/video and liquidation report to the Office of Student Affairs **a week** after the activity.

6.1 Concerts

Due to the limited space for student activities on campus, concerts are allowed to be staged on campus with some limitations. In Manila campus, the available venues are the Amphitheater, the William Shaw Little Theater, Natividad Fajardo Gonzales Auditorium, and Henry Sy Sr. Hall. In STC, the available venues are One Mission Park, LC1 Pergola, LC2 Auditorium, Quadrangle, and Covered Court. Band concerts are allowed in the Amphitheater during U-break, except during the observance of the Lenten Season. However, when there is conflict of activities, the discretion of the Office of Student LIFE prevails with consultation with the organization concerned.

Considering the lead time in any activity approval, the Office of the Student LIFE shall review the project proposal of any organization entering into an agreement with any external group.

Any concert sponsored by any media group, radio station, television network and the like should be reviewed and endorsed by STRATCOM. This should be processed at least five working day before the concert.

6.2 Contests/Competition

Student organizations are encouraged to join and/or organize contests and competitions within the University or by outside entities or groups. For academic contests/ competitions, the organizers within campus or participants in off-campus contests must secure the endorsement of the Chair of the Department or the Vice Dean of the College (using the proper format, See Appendix CC). The usual activity approval process must be followed.

6.3 Linkages

Student Organizations are encouraged to work with other organizations inside and outside the university.

Alliances
An alliance refers to building linkages/network with other organizations or institutions whose vision and mission are aligned with the organization.

Tie-up Activities
Tie-up activities refer to activities sponsored by two or more organizations internal or external to USG/CSO. On the other hand, approval of internal tie-up activities within USG shall pass through USG- DAAM.

6.4 Movie Screenings

Film showing activities are generally approved by the USG- DAAM and CSO-APS. For movie premieres, the Office of Student LIFE will review and approve these activities to make sure that student organizations are given appropriate advice and professional representation in dealing with outside parties specifically on contracts.

The recognized student organization that plans to organize or sponsor a movie premiere must be cognizant of the Accounting Office's contract and payment terms and requirements.

A. Contract can be made between juridical persons only.

B. Require a sample official receipt from the person of the company with whom an agreement is entered.

C. To verify if receipt is valid, it must bear the company's BIR permit number and TIN.

D. The terms of payment should be stipulated in the contract.

E. Establish a limit in the down payment, i.e. 10% of contract price.

F. Prohibit the broker/external tie-up from solicitations.

G. PRS should be made payable to the concerned company/person (venue, film rights) because the University is under obligation to withhold tax.

H. Cash advance cannot be used for payment of contract/agreement because of the withholding tax.

I. Cash advance for added (miscellaneous) expenses should be supported by noted official receipts upon liquidation.

J. All contracts should be submitted to the Office of Student LIFE at least two (2) weeks before the screening. The Compliance Office and Office of Student LIFE will observe a one- week processing lead time for contract review.

There shall be one faculty adviser or faculty guardian for every 100 or less student participants per activity.

Should there be two or more organizations/ units interested to have a movie screening of the same movie, the first organization who was able to process the said activity shall have the discretion to partner with other organizations. Should the first organization decide to partner, the manner of dividing the income and expenses from the said activity shall be upon the consensus of the organizations involved.

6.5 Raffle/s

The maximum duration of a raffle is one (1) month.

In the raffle tickets to be printed, 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 shall be indicated. Tickets must be stamped by USG- DAAM/CSO-P&M.

A designated representative of the Office of Student LIFE must be present during the drawing of winners. The names of the winners shall be posted on the organization's bulletin board 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.

A copy of the acknowledgement receipt of each of the raffle prizes shall be attached to the financial report.

6.6 Seminars/ Talks/Fora/Workshops

Seminars/talks/fora/workshops are activities that must be consulted with the Office of Student LIFE especially when speakers and facilitators are coming from the external public partners to ensure that proper planning, communication, and treatment of distinguished personalities are given due attention. Consultations with the administration on topics that may be detrimental to the University policies and principles must be sought.

For seminars/talks/fora/workshops that involved distinguished personalities such as public figures/government officials, and media personalities, approval shall be done through the Office of Student LIFE.

6.7 Exhibit and Product Sample

Weeklong exhibits are allowed during Priority Weeks. These are the priority weeklong activities of USG and CSO such as Student Rights Awareness Week, Annual Recruitment Week, Student Government Recruitment Week,

Environment Week, and University Vision Mission Week. Other activities not mentioned are subject to the approval of the Office of Student LIFE. Academically related exhibits must be endorsed by the Department Chairperson and noted by the College Dean. Except for academically related exhibits, the exhibitors must be major sponsors.

The student organization is responsible for the reservation of an appropriate venue as designated area for a product exhibit. Product exhibits are for major sponsors only.

Product sample distribution is allowed only during the duration of the activity itself. The place of distribution shall also have the approval of the Associate Vice President for Facilities Management and Services.

FINANCES

All recognized student organizations and groups are allotted a budget by the University as financial support for their activities. In addition, activity or membership fees may be collected upon approval of the University. As such, student organizations must be responsible in managing their finances and must observe the policies and guidelines on its use.

7.1 Definition of Terms

For USG, CSO, Special Groups	Operational Fund, Depository, Deposit Slips, Payment Requisition Slips, Cash Advance, Direct Payment, Liquidation, Reimbursement, Book Transfer Income, Statement, Fundraising Activity Report, Working Fund Statement, Working Fund, Petty Cash Fund or Cash on and Hand, Charge Slips, Billing Statement, Summary of Expenses Incurred / List of Expenses
For USG & CSO only	Financial Record Book, Log Sheet, Requisition Slips
For CSO only	Variance Statement

Operational Fund (OF). This is the money that the university, through S - LIFE, gives to the CSO organizations and Special Groups, usually amounting to Php1, 000.00. For the USG units, an annual budget of P567, 400.00 is given and budgeted by the Office of the Treasurer.

Working Fund (WF). This is the money of the organization obtained from internal and external transactions from individuals and establishments.

    a. **Depository Fund (DF).** This is the part of the Working Fund, which was obtained from donations or fundraising activities such as Annual Recruitment Week, solicitations, etc. which are deposited in the Accounting Office.

    b. **Petty Cash Fund / Cash on Hand (PCF)**. This is the sum of money obtained from the Depository Fund that the Organization's Treasurer personally keeps and uses for small and/or unforeseen expenses.

Requisition Slips. These are slips found on the Finance Table filled up by an organization in making any requisitions.

Deposit Slip. This is the form used by the organization's treasurer when depositing cash or check in the Accounting Office.

Payment Requisition Slip (PRS). This is the form used by the treasurer in withdrawing money from its funds (Operational or Working Fund). There are always three copies for the PRS: white, green, and yellow.

Cash Advance (CA). It is a procedure where the treasurer withdraws cash from the Depository Fund before the activity. It is to be used for projected expenses of the activity.

Direct Payment (DP). A procedure where the organization issues a check directed to the establishment or to a person for the expenses to be incurred for a specific activity.

Liquidation (LQ). A post cash advance or direct payment procedure where the treasurer will have to summarize the actual expense to which the withdrawn cash or check was used.

Reimbursement (RM). It is a procedure done when officers used personal money for expenses incurred for an activity.

Book Transfer (BT). It is a procedure done when an organization availed of the service/s of establishment/s and office/s operating in the campus. This is the transfer of funds from one account to another within the university.

Income Statement (IS). This is the financial document used to report the revenues and expenses that an organization has incurred during a fundraising activity. This may be used as a substitute of the Summary of Expenses Incurred.

Fundraising Activity Report (FRA). This is a detailed report of the revenue and expenses that an organization has incurred during a fundraising activity.

Working Fund Statement (WFS). This is a summary of inflow and outflow of cash that an organization has incurred during a particular term.

Variance Statement (VS). This is a document to be prepared at the end of term so as to compare the projected revenues (PR) from actual revenues (AR), and budgeted costs (BC) from actual costs (AC).

Financial Record Book (FRB). This book will contain records of all cash inflows and outflows during the school year. There are 4 separate sections in the book namely: Operational Fund, Depository Fund, Petty Cash Fund and List of Expenses for each term in the same school year.

Log sheet. This is a sheet where treasurers log the list of expenses and all the memos submitted to the finance team.

Summary of Expenses Incurred / List of Expenses (LOE). This is a financial document submitted to the Accounting Office attached to valid original receipts for liquidation of cash advance or reimbursement of expenses.

7.2 Types of Funds and Account Numbers

CSO Depository Fund

1. The Depository Fund holds the majority of the organization's money. Each organization has been assigned their own depository account number within the university by the accounting office, which can be asked from the Executive Vice Chairperson for Finance. Oftentimes, the cash inflows and outflows occur in this account.

2. Organizations are not allowed to open outside bank accounts. Any organization proven to have outside bank accounts will automatically be expelled from CSO and will not be allowed to operate in the University.

Account Numbers: (subject to change)

Organization	Account Number	Organization	Account Number
600-208	CSO EXECUTIVE BOARD	600-214	LEY LA SALLE
600-794	ACCESS	600-249	LSCS
600-541	ADCREATE	600-209	MAFIA
600-207	AIESEC	600-206	MATH CIRCLE
600-244	AMSTUD	600-224	MES
600-238	BMS	600-795	MOOMEDIA
600-218	BSS	600-205	NKK
600-220	CES	600-212	OUTDOOR CLUB
600-201	CHEMSOC	600-202	PHYSOC
600-219	CHEN	600-246	POLISCY
600-208	CSO	600-213	ROTARACT
600-863	DANUM	600-322	SDH
600-529	DLSU PILOSOPO	600-341	SME

600-210	ECES	600-248	SMS
600-239	ECONORG	600-203	SV
600-211	ENGLICOM	600-245	TEAMCOMM
600-240	ESA	600-866	UNISTO
600-217	IMES	600-899	UNITED
600-225	JEMA	600-216	WG
600-222	JPIA	600-900	YES
600-531	KKK		

CSO Operational Fund

1. The University will give an Operational Fund to each organization for each year, which can be utilized in any amount without exceeding it. This shall be subject to the regulation of the CSO Executive Vice Chairperson for Finance. This fund is limited to PhP 1,000.00 per year which can be used for Reimbursements and Book Transfers only.

2. Any ending balance from the Operational Fund of the preceding term will be carried over to the next term of the same academic year. However, ending balances of the whole academic year will be reverted to the University.

Account Number: 01-01192-837024

Student Government Operational Fund

This is the annual budget allocated by the University administration for the University Student Government, which is used mostly for transactions within the university and cannot be carried over to the next school year. This fund must be exhausted before using the Depository Fund.

Account Number: 01-02150-836140

Student Government Depository Fund

This account contains all the collected solicited funds of the University Student Government and is shared by all Executive Committee offices and Batch Student Governments.

Account Numbers: (subject to change)

600 - 532	Executive Board
600 - 252	College of Liberal Arts
600 - 534	Ramon V. Del Rosario - College of Busi-
600 - 534	School of Economics
600 - 535	Bro. Andrew Gonzales - College of Edu-
600 - 536	College of Science
600 - 537	College of Computer Studies
600 - 538	Gokongwei College of Engineering

Student Government Assistance Fund

This is a program of the Student Government Office of the Executive Treasurer that provides zero percent tuition fee loans to De La Salle University students.

Account Number: 600 - 176

Other Account Numbers:

600-647	De La Salle University Student Cooperative
600-708	Achiever Scholar Program Fund
600-778	Commission on Elections
600-802-524	Gawad Kalinga
600-845 `	Student Government Centralized Lockers Fund
600-862	Business and Economics Convention for Students
001-000-108	One La Salle Scholarship Fund
600-836	One Million Trees
600-140	Child Friendly Spaces Initiatives

Special Groups Depository Fund

1. The Depository Fund holds the majority of the organization's money. Each organization has been assigned their own depository account number within the university by the accounting office, which can be asked from the Office of Student LIFE. Oftentimes, the cash inflows and outflows occur in this account.

2. Organizations are not allowed to open outside bank accounts. Any organization proven to have outside bank accounts will automatically be expelled from SLIFE and will not be allowed to operate in the University.

Account Numbers (Subject to change):

602-68	Debate Society
	Alyansang Tapat sa Lasallista
	Santugon sa Tawag ng Panahon

Special Group Operational Fund

1. The University will give an Operational Fund to each organization for each year which can be utilized for operating expenses.

2. Any ending balance from the Operational Fund of the preceding term will be carried over to the next term of the same academic year. However, ending balances of the whole academic year will be reverted to the University.

01-02192-834080	Debate Society
	Alyansang Tapat sa Lasallista
	Santugon sa Tawag ng Panahon

7.3 Types of Processes

PRS Signatories (for CSO and Special Groups)

Amount in PhP	Recommended by	Endorsed by	Approved by
Php 100.01 - 5,000.00	Org Treasurer	Org President	STUDENT LIFE Head
Php 5,000.01 - 50,000.00	Org Treasurer	Org President	STUDENT LIFE Head & Dean of Student Affairs
Php 50,000.01 - 250,000.00	Org Treasurer & Org President	STUDENT LIFE Head & Dean of Student Affairs	Vice President for Lasallian Mission
Php 250,000.01 and above	Org Treasurer & Org President	STUDENT LIFE Head & Dean of Student Affairs	Vice President for Lasallian Mission and President / Chancellor
Operational Fund	Org Treasurer & Org President	CSO Executive Vice Chairperson for Finance	STUDENT LIFE Head

PRS Signatories (for USG)

Batches / College Government Units

Amount in PhP	Recommended by	Endorsed by	Approved by	Budget Clearance
Php 100.01 - 5,000.00	College President	USG Treasurer	STUDENT LIFE Head	-
Php 5,000.01 - 50,000.00	College President	USG Treasurer	STUDENT LIFE Head	Dean of Student Affairs
Php 50,000.01 - 250,000.00	College President	USG Treasurer	STUDENT LIFE Head & Dean of Student Affairs	Vice President for Lasallian Mission
Php 250,000.01 and above	College President	USG Treasurer	STUDENT LIFE Head & Dean of Student Affairs	Vice President for Lasallian Mission and President / Chancellor

Executive Board

Amount in PhP	Recommended by	Endorsed by	Approved by	Budget Clearance
Php 100.01 - 5,000.00	USG Treasurer	USG President	STUDENT LIFE Head	-
Php 5,000.01 - 50,000.00	USG Treasurer	USG President	STUDENT LIFE Head	Dean of Student Affairs
Php 50,000.01 - 250,000.00	USG Treasurer	USG President	STUDENT LIFE Head & Dean of Student Affairs	Vice President for Lasallian Mission
Php 250,000.01 and above	USG Treasurer	USG President	STUDENT LIFE Head & Dean of Student Affairs	Vice President for Lasallian Mission and President / Chancellor

7.4 Term– End Reports

Financial Books and Reports (for USG & CSO)

Each University Student Government unit / CSO organization must submit the following documents to the Office of the Executive Treasurer / Executive Vice Chairperson for Finance:

1. A photocopy of the Financial Record Book where all the approved transactions for the term are recorded.

Deadline is the Wednesday before Finals Week.

2. a. Three (3) copies of the Working Fund Statement (WFS) must be submitted to the CSO Executive Vice Chairperson for Finance / USG Executive Treasurer at the end of EACH TERM. The Working Fund Statement (WFS) will include all sources income of the organization / USG unit and all withdrawals (all PRS transactions) done by the organization / USG unit throughout the term and throughout the year.

b. Two (2) copies are needed for each turnover document, all of which containing original signatures, which can only be signed by the people indicated in the turnover documents. For Petty Cash Turnover Memo, please indicate the original amount of your petty cash but indicate in your WFS and/or VS, the current amount of petty cash if used.

Financial Reports (for Special Groups)

Each special group must submit the following documents to the Office of the Student LIFE:

1. a. Three (3) copies of the Working Fund Statement (WFS) must be submitted to Office of Student LIFE at the end of EACH TERM. The Working Fund Statement (WFS) will include all sources income of the organization and all withdrawals (all PRS transactions) done by the organization throughout the term and throughout the year.

b. Two (2) copies are needed for each turnover document, all of which containing original signatures, which can only be signed by the people indicated in the turnover documents. For Petty Cash Turnover Memo, please indicate the original amount of your petty cash but indicate in your WFS, the current amount of petty cash if used.

**cannot be signed for the people in those documents

Deadline is Monday after Finals week.

No student organization or group may obtain a cash advance or request for payment of materials and/or services while it has an outstanding balance which has not been liquidated or has any transaction that has not been reconciled or approved.

Additional Financial Books and Reports for (USG & CSO)

1. VARIANCE STATEMENT

The negative difference (when pr > ar and bc < ac) should be supported with notes in order to justify the unfavorable outcome and deviations from the forecast figures.

The threshold point is when the difference is above 10% of the projected figures. This is consistent with well-known materiality principles of finance. Two (2) copies of the Variance Statement should also be submitted. These copies will be submitted to the following: CSO Executive Vice Chairperson for Finance and S - LIFE.

SPECIMEN SIGNATURE

Pass a Specimen Signature Form to be filled up properly with the specimen of the signatures to be used by the Organization President / USG Unit Head for the whole school year of their term of office.
Failure to comply will mean no requisition approval by the CSO Executive Vice Chairperson for Finance, USG Executive Treasurer and the Accounting Office.

Two (2) sets of specimen signature forms are to be submitted to the CSO Executive Vice Chairperson for Finance or USG Executive Treasurer, whichever applies.

7.5 Other Processes

Cancellation of Check
PRS
1. Tick the *Payment by Check* box.
2. The fee for the cancellation of check (P40.00) would be payable to the Accounting Office.
3. Indicate in purpose and remarks: "Cancellation of check for the activity [activity] held last [date]".
Memo
1. Submit a Request for Cancellation of Check memo.
Misc.
1. Enclose the check if it has been released. If not, enclose the Yellow copy of the PRS.
2. Submit photocopied A - Form.

Establishment of Petty Cash Fund
PRS
1. Tick the *Payment by Check* box.
2. The amount of PhP 3, 000.00 would be payable to the highest Finance officer position (e.g. Vice President, Executive VP unless addressed by the Executive Treasurer of CSO and USG)
3. Include the ID number of the officer in the *"Payable to"* part.
Memo
1. Submit the Establishment of Petty Cash Fund memo.
Misc.
1. Submit the photocopy of the Yellow PRS.
2. Submit A-form.

Change of Payee
PRS
1. Tick the *Payment by Check* box.
2. The fee for the change of payee (P70.00) would be payable to the Accounting Office.
3. Indicate in purpose and remarks: "Change of Payee for the activity [name of activity] held last [date]".
Memo
1. Submit the Request for Change of Payee memo.

Gas Expense Memo
Misc.
1. Computation of Gas Expenses Memo should be used for transactions involving cash advances and reimbursements of gas.

Acknowledgement Receipts and Honorariums

Misc.
   1. Acknowledgement receipts and honorariums can only have a maximum amount of   PhP 10,000.00.
   2. Acknowledgement Receipts should be computerized, received by the payee/s, and   noted   by   the Organization President or Head of USG unit.
   3. Acknowledgement Receipts will only be accepted should the establishment be not able to produce a sales invoice, official receipt or cash receipt.

7.6 Finance Processing in STC

1. Once the Project Proposal Request (PPR) has been approved, the organization shall write a letter of budget request addressed to the Executive Director for Student Affairs, STC signed and approved by the coordinator for Student Affairs, STC. The budget request indicates the amount to be withdrawn either from the organization's account or from the Student Affairs account.
2. The letter shall then be forwarded to the secretary of Student Affairs to process the request. The organization shall claim the budget a week after its request.
3. The organization shall liquidate the amount withdrawn including its receipts and other related documents one week after the activity. All cash on hand shall also be remitted to their organization's account; if the funds came from their organization. However, all remaining amount shall be returned to the Student Affairs if it is funded by the office.

7.7 Important Reminders

1. The recipient of the cash advance is duty bound to ensure that the advance received does not exceed the approved budget established for the project.
2. Anyone who avails of cash advance does so with the understanding that he/she must liquidate the advance in accordance with the University's policies.
3. All disbursements reported must be supported with official receipts.

All publicity materials must be attractive, presentable, properly posted, and worded correctly.

8.1 General Guidelines

- All publicity materials should observe correct grammar and proper information.

- Creativity is encouraged in making all publicity materials. Make sure that the publicity materials are presentable and durable.

- All publicity materials should clearly bear the logo and the name of the sponsoring organization.

- All publicity materials should uphold Intellectual Property Rights.

- Photocopying of stamped posters is strictly prohibited.

- Confiscated posters shall be returned to the respective organizations and shall be subject to corresponding sanctions as stipulated in Section 9.

- All publicity materials of approved activities directly affecting students must have the stamp and signature of the authorized CSO-Publicity and Marketing Team (P&M) / USG- DAAM/ Student LIFE representative with the expiration dates indicated by the sponsoring office.

- For publicity materials on the respective bulletin boards of the student organizations, no prior approval is needed.

8.2 Posters

Student organizations are allowed to post:

- A maximum of 20 A3 posters OR 10 A3 and 20 A4 posters OR 40 A4 posters.
- Along the Miguel, St Joseph (SJ) and Velasco Walks, offices and student organizations are only allowed two (2) A4 sized posters or one (1) A3 sized poster per activity. All posters are to be placed on the cork and fiberglass boards only. No posters must be placed on the pillars.
- All other sizes/shapes are counted as equivalent to the nearest size of the posters mentioned in above (e.g., A3 and A4).
- Postings are only allowed in the following areas:
- Unlabeled tack boards including those on doors;
- The organization's bulletin board (should it be available);
- Other organizations' bulletin boards (with secured permission);
- Along SJ, Miguel and Velasco Walks: only fiberglass boards.

Considered non-posting areas are the following: doors, glass, painted walls or posts, pillars along Walks without boards, plants, DLSU gates, borders of bulletin boards, "tambayans", blackboards (including those on doors), stair steps and railings, floors, ceilings, comfort room doors and mirrors. In short, areas that are not made specifically for posting or publicity.

Posters must be properly attached to keep them from falling off. Posters must be pinned or stapled on the tack boards. On the fiber glass boards, the posters must be placed with masking tape only although the tape must be placed with masking tape only although the tape must be attached behind the poster such that no adhesive

will protrude. Improperly placed posters will be confiscated.

Posters are allowed to be placed for a maximum of two (2) weeks. Organizations are responsible for the upkeep and removal of their posters. Posters shall be removed not later than 5:00 PM the day after the due date. Any poster not removed beyond the due date is considered expired and shall be confiscated and subjected to corresponding sanctions as stipulated in Section 9.

Organizations outside the University may be allowed to post a maximum of two (2) A3 sized posters or their equivalent provided they secure permission from Office of Student LIFE.

8.3 Streamers
- Only streamers promoting the organization's activity are allowed to be hung for two weeks inside the campus. Streamers bearing ONLY the sponsoring company's name may ONLY be allowed at the venue and during time of the activity.
- Streamers and banners shall not exceed 4ft. (h) x 18 ft(l) or its equivalent area.
- Only one streamer is allowed per activity at the Amphitheater.
- All streamers to be hung along Taft Avenue should be approved by STRATCOM and the AVP- Facilities Management and Services through the Head of Student LIFE and the Dean of Student Affairs.
- All streamers to be hung within the buildings inside the campus should be approved by the respective college deans or vice deans.
- The Building and Grounds Maintenance Office will handle all requests for the hanging of streamers.
- Streamers to be hung inside the canteens should be approved by the canteen concerned.

8.4 Banderitas/Bantings
- The vertical length of the banderitas should not exceed 6 inches.
- Banderitas are allowed to be hung for one week along the following areas: LS outer walkways, SJ Walk, Velasco Walk, Miguel Walk and the venue of the activity. The use of the North and South Gate will be coursed through the Dean of Student Affairs.
- The Physical Facilities Office should be informed of the hanging of banderitas.
- Banderitas are not allowed on any bench, table, kiosk, pavilion, or gazebo on campus.

8.5 Table Tops
- Table tops to be placed inside the canteens should be approved by USG- DAAM / CSO- P&M or Office of Student LIFE and the canteen concerned. A letter of request (coursed through the Office of Student LIFE) for setting tabletops should be sent to the respective canteen/s.
- Only one tabletop per canteen table is allowed.

8.6 Door Hangers
- A maximum of one (1) door hanger (regardless of activity/organization) is allowed per door. Door hanger size should not exceed 8"x 3".
- Door hangers are allowed to be hung for a maximum of one week only.

8.7 Green Screen and Green Street
The Green Screen is DLSU's immediate exposure of relevant information. Through the strategically located LCDs around the campus, Lasallian events, accomplishments, and developments are constantly seen and heard by the community.

The Green Street electronic billboard, on the other hand, is a venue to inform the academic community and the general public of major university events and achievements.

Guidelines

1. Accomplish two copies of the Green Screen/Greet Street request from the Intranet and submit to the Office for Strategic Communications.

2. Attachments (pictures, videos, etc.) must be sent to STRATCOM as soft copies through email, CD's, or copied from flash disks.

3. Requests must be submitted at least five working days before intended date of display. Late requests will not be guaranteed to be uploaded for display on their intended dates.

4. STRATCOM reserves the right to disapprove requests.

5. The Green Street LED and the Green Screen LCDs are properties of DLSU and are available for use by DLSU only.

6. Event/activity sponsors will not be included in the material to be uploaded.

Specifications

Green Screen - Image
Height = 559 px
Width = 322 px
- jpeg & .psd
- Portrait (vertical orientation)
- concise text is recommended

Green Screen - Video
Height = 400 px
Width = 1280 px
- 720p
- .avi
- 30 seconds
- please be mindful of the duration of the logos at the end, if it applies

8.8 Animo Board

The Animo Board was initiated by the Office for Strategic Communications recognizing the national and international achievements of students and faculty.

Guidelines

1. Lasallian achievers are nominated by the deans, department chairs, or faculty advisers to be featured in the Animo Board.

2. The Office for Strategic Communications will evaluate the submission and will coordinate with the achiever/s once approved.

3. The Lasallian achievers will be featured in the boards located at strategic points on campus and will be exhibited for a designated period.

8.9 Media- Related Activities

Below are the guidelines governing external media exposure of De La Salle University:

Guiding Principles:

De La Salle University maintains an open policy regarding exposure in mass media whether shot on location or on campus grounds, provided such conduct adheres to policies stated below.

The University will ensure at all times that no institution or organization maligns its good name especially in media intended for public consumption.

DLSU openly proclaims its Catholic character. Therefore, it will not tolerate the use of its name, logos, human and physical resources to promote anything contrary to its faith except those activities officially endorsed by the Lasallian Pastoral Office.

DLSU reserves the right to select the media outlets in which exposure of its campus, facilities, and people will be allowed.

General Guidelines

All parties asking for De La Salle University's participation in entertainment or public shows, whether on location or on-campus, should submit a written request addressed to the Head for Operations of the Office for Strategic Communications (STRATCOM).

Submission of request for STRATCOM approval should be at least one (1) week before the activity. Requesting parties will be required to fill out a Media Activity Form A or B (depending on the location of the activity) specifying time and date of the affair, needed physical and human resources, and intent for the request.

All requests for external media exposure should pass through STRATCOM, and if needed, the Student Affairs Office and the Associate Vice President for Facilities, Management, and Services. Decisions for external exposure are generally handed down by the STRATCOM. In some cases however, STRATCOM seeks clearance from the Chancellor before making decisions.

Specific Guidelines on Media – Related Activities

A. For On–Campus Shoot:

1. Parties requesting the use of campus facilities should inform the school of the needed physical and human resources, mobility within the campus, footages to be taken, length of time of campus shoot, on-and off-camera people entering the campus, space requirements, and other things which may facilitate the shoot.

2. A meeting will be set with officers of DLSU regarding sponsors and their projected concepts. Requesting parties will be asked to submit a script or sequence guide that will be the basis for the production.

3. Requesting parties should bring to DLSU's attention sponsors and their projected activities for the shoot. Products such as liquor, alcohol, condoms, cigarettes, and other products which encourage vices, will not be allowed to sponsor any activity on campus.

4. Requesting parties will not be allowed to shoot in areas other than those already specified in the permit, unless an official approval is secured from the STRATCOM and the Associate Vice President for Facilities, Management, and Services.

5. No on-the-spot or ambush interviews will be allowed unless earlier specified in the request that such interviews will be conducted in the course of the shoot.

6. Shoots should be supervised by representatives of the Office of Student LIFE, STRATCOM or a designated representative of the University, depending on the nature and requirements of the activity.

7. Banners or other promotional materials of events held on campus and which will be used for external promotions should carry the full name "De La Salle University" and should carry the official signature provided by STRATCOM.

8. For security purposes, requesting parties will not be allowed to take shots of the campus in motion. Still shot or shots, single or multiple, will be allowed as long as these are specified in the approved media activity form.

B. For Location Shoot:

1. Parties asking for participation of students in entertainment or public affairs shows outside the campus should send a written request to the Head for Operations of STRATCOM. A Media Activity Form should be accomplished specifying the topic of discussion, show theme, wardrobe requirements, call time, venue, props, or other necessary support, and number of participants.

2. Faculty or students participating in entertainment or public affairs shows shot on location should not be compelled to read spiels or be made to promote causes contrary to what De La Salle University advocates unless the participant is on his/her own and does not represent the University's position.

3. De La Salle University faculty and students will not be allowed to participate in programs having themes which are heavily slanted towards supporting products such as condoms, cigarettes, alcohol, and liquor.

4. Promotion of shows that announce De La Salle University's participation should always label the University as "De La Salle University".

Other Governing Guidelines:

In case the external promotion of the University will be solicited by the University or groups within the University, whether on location or on campus, the general principles shall apply and serve as a guide for both the soliciting group and supporting media organization.

In cases of violation by students, sanctions specified in the Student Handbook apply. In cases of violation by requesting parties, penalties shall be imposed depending on the gravity of the offense as determined by STRATCOM.

8.10 Procedure for Approval of a Minor Publication

1. Recognized minor publication refers to a publication that belongs to any accredited student organization (CSO), unit of the University Student Government (USG), or any student organization under the Office of Student LIFE.
2. Fill up the Minor Publications Approval Sheet and Minor Publication Proposal (Appendices OO– PP).
3. Submit the form with the draft of the publication (in actual size and color) to CSO Publicity and Marketing Team for their approval. For USG Units, submit the form and draft of publication to the USG-DAAM.
4. Submit the forms with approval of CSO together the necessary pre– activity requirements to SLIFE.
5. After SLIFE's approval, bring the documents to Student Media Office for final approval.

All recognized student organizations and groups are subject to the rules and policies of De La Salle University as stated in the Student Handbook as well as government regulations. Any violation by a registered student organization and groups may result in disciplinary sanctions depending on the gravity of the offense.

9.1 Definition of Terms

Demerit
For the organizations registered under the Council of Student Organizations, the Activity Processing and Screening Team shall issue necessary demerits to organizations who have incurred a minor offense.

Written Warning
Organizations/units who have incurred a violations of certain policies shall be given a written warning by the Coordinator for Operations of Student Organizations. The written warning shall serve as a reminder for the violating organization so that future violations may no longer occur.

Organizational Development Intervention
Organizations/units that have incurred another violation after a written warning has been issued shall undergo an Organizational Development Intervention by the mother unit (The Council of Student Organizations or the University Student Government) and the Office of Student LIFE.

Mandatory Process Seminar
Organizations/ units who have been given this sanction are required to attend a mandatory process seminar to be conducted by the CSO- APS, USG- DAAM or the Office of Student LIFE. The schedule of such is upon consultation with the Office of Student LIFE. Non- attendance to the scheduled seminar will merit one (1) Major Offense for the Organization.

Suspension of Publicity Privileges
A suspension of publicity privileges may be given to organizations that have incurred violations of the publicity approval process. Organizations that have incurred this suspension are prohibited from the following: 1) Publicizing the activity through posters and other publicity materials 2) Publicizing the activity through social media channels

Suspension of Operations
A violation incurred by a student organization or unit may include suspension of operations. Thus, the organization shall not be allowed to conduct **any** activity during the entire duration of the suspension. This may range from a two- week to a one- month suspension depending on the gravity of the offense.

Preventive Probation
Should an organization/unit still violate the rules and stipulations of activity processing and approval and other provisions of the Student Activity Manual, they shall be placed under preventive probation. The Office of Student LIFE shall directly administer the activity processing and approval of the said unit/organization. Activity processing approval rules of the Office shall apply to any type of activity that is planned to be executed by the organization under preventive probation.

Endorsement of Case to Judiciary/ SLIFE/ SDFO
Depending on the gravity of the offense, an organizations/ a unit may be endorsed to the USG Judiciary/ SLIFE/ SDFO for proper intervention.

9.2 Activity Approval Violations

Minor Offenses
- Accumulation of 5 late approved activities per trimester
- Late submission of Post-activity Requirements
- Late Submission of Term End Reports

Major Offenses
- Holding an activity without approval including changing of date without approval

Table of Offenses and Corresponding Sanctions- Activity Approval Policies			
Offenses	**APS / ADM– CSO**	**DAAM - USG**	**SLIFE**
Minor Offense			
1st offense	Demerit and Written Warning	Written Warning	Written Warning
2nd offense	Demerit, Mandatory Process Seminar and Organizational Development Intervention	Mandatory Process Seminar and Organizational Development Intervention	Mandatory Process Seminar and Organizational Development Intervention
3rd offense	Demerit, Mandatory Process Seminar and Organizational Development Intervention	Two Week Suspension and Mandatory Process Seminar and Organizational Development Intervention	Two Week Suspension and Mandatory Process Seminar and Organizational Development Intervention
Major Offense			
1st Major Offense	Written Warning, One Month Suspension and Mandatory Process Seminar	Written Warning, One Month Suspension and Mandatory Process Seminar	Written Warning, One Month Suspension and Mandatory Process Seminar
2nd Major Offense	Preventive Probation	Preventive Probation	Preventive Probation

9.3 Publicity Violations

Posters
Minor Offenses
- Lacking requirements or details
- Exceeded amount of allowable posters or publicity materials
- Non– compliance with schedule for approval and stamping (for both online and hardcopy)
- Non- removal of publicity materials not limited to posters, streamers, tarpaulins on required date
- Non- compliance of the guidelines stated in Section 8.

Major Offenses
- Content
- Against La Salle's Vision and Mission: logos of companies associated with alcohol, cigarettes, explicit pictures, foul language, sexual innuendos, statements that insinuate questionable messages
- Blasting and posting without approval (for both online and hardcopy)

Printed Materials (Ticket, Minor Publications)
Minor Offenses
- Lack of pre- activity requirements and ticket requirements
- Non– compliance with schedule

Major Offenses
- Content
- Against La Salle's Vision and Mission: logos of companies associated with alcohol, cigarettes, explicit pictures, foul language, sexual innuendos, statements that
- Non- compliance with process

Table of Offenses and Corresponding Sanctions- Publicity Policies			
Offenses	**P&M– CSO**	**DAAM - USG**	**SLIFE**
Minor Offense			
1st offense	Demerit & Written Warning	Written Warning	Written Warning
2nd offense	Demerit, Mandatory Process Seminar	Mandatory Process Seminar	Mandatory Process Seminar
3rd offense	Demerit, Suspension of Publicity privileges	Suspension of Publicity privileges	Suspension of Publicity privileges
Major Offense			
1st Major Offense	Suspension of Operations	Suspension of Operations	Suspension of Operations
2nd Major Offense	Preventive Probation	Preventive Probation	Preventive Probation

9.4 Finance- related Violations

Minor
- Late submission of reports not limited to Liquidation, FRA Report,
- Submission of receipt/s that is later than the activity
- Failure to comply with the payment/ transaction deadline based on the agreement of the parties involved (for tie- up activities)

Major
- Falsification of documents not limited to receipts, invoices, etc.
- Non- submission of term- end reports to COA (for USG only)
- Ownership of bank account outside the University
- Conflict of interest (based on Accounting Purchasing Manual)

Table of Offenses and Corresponding Sanctions- Finance Policies				
Offenses	Finance– CSO	CSO	DAAM - USG	Special groups
Minor Offense				
1st offense	Demerit & Written Warning	Written Warning, Mandatory Process	Written Warning, Mandatory Process Semina	Written Warning, Mandatory Process Seminar
2nd offense	Demerit, Mandatory Process Seminar	Endorsement of Case to SLIFE	Endorsement of Case to Judiciary	Endorsement of Case to SLIFE
3rd offense	Demerit, Mandatory Process Seminar, 2- week suspension of opera-	2- week suspension of operations	2- week suspension of operations	2- week suspension of operations
Major Offense				
1st Major Offense	Endorsement of Case to SDFO,Preventive Probation	Endorsement of Case to SDFO, Preventive Probation	Endorsement of Case to SDFO, Preventive Probation	Endorsement of Case to SDFO. Preventive Probation

USE OF PHYSICAL FACILITIES

All University facilities used for the purpose of student activities shall be responsibly utilized by maintaining their cleanliness and functional condition.

General Guidelines

1. The use of any physical facility in the University must have the approval of the designated office and must be consistent with existing policies.
2. All matters of student activities with implications on the security and maintenance of the facilities of the University shall have the approval of the AVP-Facilities Management and Services.
3. No group activities or gathering inside campus will be allowed beyond 10:00 PM exceptions to this rule shall require formal permission from the AVP-Facilities Management and Services through the Dean of Student Affairs. See Section 6 for list of procedures.
4. Sound systems are only allowed at the Marian Quadrangle, Yuchengco Ground floor, the Amphitheater, Henry Sy Sr. Hall Ground floor, Cory Aquino Democratic Space and Bloemen Hall. during the University break on Fridays, 2:40 -5:50 PM. If outside of this schedule, the volume of the sound system shall be regulated so as not to disrupt other activities and work within the area.
5. An entry permit shall support any equipment or material from outside the University to be used in the activities of student organizations. The sponsoring organization is responsible for preparing the entry permit for the participating guests.
6. For activities requiring outside speakers r guests and bringing in of outside equipment, a duplicate copy of the typewritten entry permit with the signature of the Student LIFE Head and approval of the AVP- Facilities Management and Services, together with the necessary attachments, must be submitted at least three (3) days before the activity. A copy of this form should be forwarded to the Safety and Security Office prior to the scheduled date of entry.
7. Student organizations are responsible to validate the visitors' passes of their guests.
8. Priority for the use of any campus facility will be given to official events as determined by Office of Student LIFE in consultation with the duly authorized representatives of the various University units concerned.
9. The University and the Office of Student LIFE priority events are identified as follows: SA Volunteer Recruitment Weeks, USG Recruitment Week, CSO Annual Recruitment Week, OCCS Job Expo, YES Practicum Bazaar, USG Elections and Campaign Period Students' Rights Awareness Week, Lasallian Action Week, Valentine's Week Bazaar, Chinese New Year Celebration, Environment Week, Animo Christmas, and Mission Statement University Week.
10. Please see the Appendix X and Z for guidelines on the reservation, use of rooms and facilities, venue rental fees, and room and facility rates.

BRINGING OF FOOD INSIDE THE CAMPUS

The University as an academic community is served food by private establishments with existing contracts and agreements with the University. As a general rule, the bringing in of food for a group activity/ party/ thesis defense, etc., on campus is prohibited; however, exemptions may be allowed in particular instances.

1. To bring in food for more than 15 persons or to be allowed outside catering, the requesting party goes through the following procedures:

2. Submit a copy of the quotation of the outside caterer to all the canteen concessionaires seven (7) school days (excluding Saturday and Sunday) prior to the scheduled activity. The quotation should clearly indicate the detailed description of the menu/food and the serving size to serve as the basis of the canteen concessionaires for matching the outside caterer's price.

3. The canteen concessionaires should indicate their conformity/non conformity with the quotation and send the quotation back to the requesting party on the following school day. Failure to respond within the given time frame automatically implies their conformity.

4. If all the canteens cannot match the outside caterer's price, the entry permit form and copy of quotations signed by the concessionaires will serve as the authority of the requesting party to bring in the food. The approved entry permit form and copy of the quotations should then be submitted to the AVP- Campus Services at least 24 hours before the scheduled activity, for endorsement to the Security and Safety Office.

5. If one or all of the canteens can offer the same menu at least 5% lower than the outside caterer's total price, then the requesting party has to order from the canteen of his/her choice.

6. Requests for bringing in of food for the University Week shall be approved automatically by the concessionaires.

7. When bringing in donated food for a particular activity, the student organization submits a formal statement of donation from the donor with a detailed description and quantity of the food (i.e. big bilao of pansit palabok and 300 pieces of barbecue) together with the entry permit to the Office of Student LIFE for approval.

8. When bringing in food on certain occasions (i.e. birthday, except catering and not for resale) for 6-15 persons only, the requesting party goes through the following procedure:

9. Download the Food Entry Permit (Appendix BB) and fill out the form. Attach a detailed description and quantity of the food. The usual deadlines on activity processing applies.

10. Secure the approval of the AVP-Campus Services and upon entering the campus, present the approved form to the security guard for proper inspection.

11. Food for less than 6 persons will be allowed entry by the security guards.

12. Student organizations must observe the University's Zero Styro Campaign.

FUNDRAISING ACTIVITIES

The University acknowledges the need for student organizations to source for extra funds on top of the operating budget allocated for them. Student organizations are encouraged to organize fundraising activities, and the investment of which shall give favorable returns to the organization. However, the incidence of expense beyond the financial capacity of the organizations to pay is strictly discouraged.

12.1 General Guidelines
All student organizations shall be allowed a maximum of three (3) fundraising activities for the entire academic year. Participating in the University Week Bazaar shall not be counted within the three (3) allowable fundraising activities.

- Any activity initially not declared as a Fundraising Activity but earned at least Php 5,000.00 shall be considered as a Fundraising Activity. The same policy applies if an activity is initially declared as FRA but did not earn at least Php 5,000.00.

- Any fundraising activity where all proceeds are given to a University endorsed beneficiary shall not be considered as FRA.

- A financial report (Fundraising Activity Report, Appendix K) on the outcome of the fundraising activity must be submitted to the Office of Student LIFE, endorsed by the USG Executive Treasurer/ CSO Executive Vice Chairperson for Finance **not later than two weeks** after the activity. Failure to submit this report will disqualify the organization from submitting future fundraising proposals until the FRA report is submitted.

- An organization is only allowed to undertake a fundraising activity, the expenses of which do not exceed eighty (80) percent of its outstanding budget (combined operational and depository). Otherwise, the activity shall be jointly coordinated with other organizations until the joint budget of the organization meets the requirement. (e.g. If the organization has a total budget of P100, 000, the total expenses of the activity must not exceed P80, 000).

- For USG units whose budgets are consolidated under a single account, the policy will be based on the available budget per batch or college student government, as indicated in the USG Treasurer's books. The signature of the USG Executive Treasurer in the A-Form and Project Proposal of the proposed activity is required as an assurance of the government's outstanding balance.

- All pre-selling activities will be pre-approved by the Office of Student LIFE. The FRA is considered approved only upon the submission of the income statement of the pre-selling activity.

- The people stated to account for the liabilities in the profit-and-loss statement indicated in the Section 9 of the Project Proposal will personally shoulder all liabilities and losses incurred by the organization from the activities. The University clearance of the said people will not be signed unless the liabilities are settled and the losses are paid back to the organization.

- For USG-sponsored activities, the CSO-P&M stamp for activities sponsored by CSO accredited organizations or the Office of Student LIFE stamp for activities sponsored by other recognized student groups.

12.2 Selling of Novelty Items (Use of DLSU Trademark and DLSU Logo)

University Policies on Selling
No selling of any form is allowed inside the University (direct or indirect selling), except for shirts and novelty items by student organizations and items required by an academic subject (lab gowns, goggles, electronic components, materials, books not available in the University bookstore, etc). Novelty items are those items that bear a mark or logo of the student organizations. Consumable items are not included.

Selling shall be done only in the designated areas reserved for a maximum of one (1) week.

Selling of materials from the University Bookstore as a service (without profit) shall require prior approval from the AVP-Campus Services and shall only include the following:
- Test booklets
- CD/DVDs
- Ball pens /Pencils
- Yellow Pad
- Graphing Paper
- Worksheets
- Index Cards
- Polar Coordinate Paper
- ·Drafting Paper
- Other kinds of paper required for academic purposes

As per decision of the Council of Deans, school year 1995-1996, selling inside the university is only allowed for the following:

A. PRODUCT BAZAAR
    ENTREP Bazaar (Organized by students who are enrolled in Entrepreneurship programs)
    University Week Bazaar
    Valentine's Week Bazaar
    Christmas Bazaar
B. RELIGIOUS ITEMS
    Lasallian Action Week
C. TICKETS for fundraising activities
D. NOVELTY ITEMS

Any appeal for exception to these rules shall be addressed to the VCA Council through the Office of Student LIFE Head, DSA, and the VCA.

12. 3 Ticket Selling
- For ticket sales not exclusive to DLSU students:
- Prior approval of the activity, the timetable, quantity and selling price of the tickets shall be submitted to and approved by the Office of Student LIFE.
- All tickets shall be pre-printed and pre-numbered and must show the following information: name of the sponsoring organization, program title, time, place and date of event and value of ticket. See Appendix OO for the sample format.
- Ticket quantity has to be substantiated.
- Attach a copy of the invoice and delivery receipt together with the printed unsold tickets when submitting the Fund-raising Activity Report to the Office of Student LIFE. All tickets not surrendered are considered sold.
- Tickets shall be validated/stamped using an official school stamp in custody of the of the Office of Student LIFE and/or USG-DAAM and/or CSO-P&M.

12.4 Sponsorship and Solicitation Activities

The University acknowledges the importance of the role of industry partners in educational formation . They provide the means by which student organizations actualize their organizational activities. Nonetheless, the Office of Student LIFE must balance the commercial requests of our partner companies in return for their support without violating the academic integrity of the University.

Guidelines on Solicitations

1. For yearlong solicitations and selling of novelty items, reports should be submitted not later than the grade consultation day of each term.

2. All solicitations in cash or in kind by any student organization involving any amount shall be endorsed by the Head of Student LIFE and the Dean of Student Affairs.

3. The student organization shall write a solicitation proposal addressed to the Head of Student LIFE stating among others the following:

    A. The nature and purpose of the activity to be undertaken;
    B. The date and time when the activity is projected to be carried out;
    C. Financial projections (projected expense and income statement); and
    D. Complete list of the companies and their respective contact persons, contact numbers, and addresses.

4. The student organization writes a solicitation proposal stating among others the following:

    A. A sample of the solicitation letter to be sent in official stationery of the soliciting student organization; if none is available, in official University stationery. See Appendix PP a sample.
    B. Complete set of the sponsorship packages.
    C. Ready-for-signing MOA between the donor and the soliciting student organization. This MOA must stipulate the following provisions:

    - 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.
    - A stipulation that donations received shall be acknowledged with the University official receipt within one (1) week after the date of receipt.
    - An understanding that within two (2) weeks after the activity, a report of the activity shall be submitted to the donor.
    - An understanding that all donations shall be made by check payable to De La Salle University.

5. Submit the a-form, solicitation proposal and the required attachments (solicitation letters, package, Memorandum of Agreement and list of prospect companies) to the Student LIFE Coordinator for Operations of Student Organizations at least one (1) month prior to the activity date.

6. Once the solicitation proposal is approved by the Coordinator for Operations of Student Organizations /Head of Student LIFE, the solicitation letter can be prepared.

7. NO BLANK SOLICITATION LETTERS shall be issued by any student organization. The sponsor must be indicated at all times.

8. Send accomplished solicitation letters for signature to the Head of Student LIFE and the Dean of Student Affairs with a copy of the approved solicitation proposal and A-form.

9. Signed solicitation letters are sent to the approved prospective donors.

10. Every solicitation letter sent to prospective sponsors/donors must have a receiving copy for the organization.

11. Within two weeks after the solicitation activity, a written report shall be submitted to the Coordinator of Operations of Student LIFE stating, among others, the name of the student organization, the amount solicited for the activity, and the name of the donor or sponsor, together with a copy of all receipts. The report shall also indicate all solicitations that did not materialize.

12. Failure to submit the solicitations report will disqualify the student organization from submitting future solicitation proposals until the report is submitted.

13. Only student organizations with pre- approved or approved activities are entitled to submit solicitation proposals for approval.

14. Companies of ill-repute, whose products promote non-Lasallian and negative values (e.g., cigarettes, contraceptives, liquor and gambling), will not be allowed as sponsors. The Office of Student LIFE has the option to reject a sponsor or donor on this ground.

OFF-CAMPUS ACTIVITIES

Off-campus and/or overnight activities of student organizations pertain to activities conducted and/or held out of the campus and/ or overnight. A University authorized off- campus activity involving student organizations must have the approval or recommendation of Student LIFE or by the Vice Dean of the College if the activity is an academic requirement.

13.1 General Guidelines

- An off-campus and/or overnight activity needs to be properly planned to ensure that the well being of the participants will not be compromised at any time during the activity.

- The organizers must ensure that all participants are made aware of the potential hazards of the off-campus and/or overnight activity, their personal responsibilities with regard to those hazards, and the procedures to be followed in the event of an emergency.

- Faculty, staff and students participating in off-campus and/or overnight activity must be responsible for themselves and the well-being of others.

- All student organizations or groups that will be having off-campus and/or overnight activities must be accompanied by their respective Faculty Adviser. The ratio of which is **1 Faculty Adviser per 100 participants.**

- Student organizations/ units are expected to prepare the following documents as part of their pre–activity requirements: A– Form, Project Proposal, Memorandum of Agreement (MOA), Faculty Conforme Form (2 copies each FA), Waivers (50% + 1), List of Participants, Medical Clearance from the University (should the project include physical activities). See Appendices A-H for the sample forms.
    - In case of activities wherein the participants are yet to be determined, the waivers and list of participants must include those of the organizers.

    - In case of parties, student organizations/ units must request a Discipline Officer to accompany them during the event. The approved request shall be part of the pre– activity requirements.

- Student organizations/ units are also expected to comply with government regulations in the conduct of their off– campus activities. Please refer to Appendix QQ for the CHED Memorandum on Field Trips.

- The University, through the Office of Student LIFE, may postpone or cancel any off-campus and/or overnight should the activity pose a high level of risk or compromise the safety and/or well-being of the participants.

RE- ACCREDITATION

The University has the tradition of excellence in academics and co-curricular activities. In order to maintain this tradition, the Council of Student Organizations implements the following policies for CSO organizations.

1. CSO-member organizations should go through re-accreditation once every academic year.

2. All accredited student organizations must meet a grade point requirement of 75% in order to pass the re-accreditation. A failure in the annual re-accreditation will automatically place the organization under probation for the next academic year.

3. Accredited student organizations who have failed re-accreditation for two consecutive years must meet a grade point requirement of 80% on the next re-accreditation. If the organization still does not meet the requirement, its' operations shall be suspended for a term but will still be recognized as an accredited organization.

4. Accredited student organizations who have no officers to succeed the incumbent Executive Board of the organization and doesn't have at least 15 members at the start of the second term shall be revoked of its recognition as a duly accredited student organization and will subsequently cease to be a CSO-accredited organization

5. All newly-accepted organizations are considered under probation for one year. They are likewise required to pass the re-accreditation of the academic year. A failure in the annual re-accreditation will mean a revocation of the organization's recognition as a duly accredited student organization and will subsequently cease to be a CSO-accredited organization.

6. Any accredited student organization duly proven by the re-accreditation committee to have misrepresented intentionally the documents submitted will automatically be suspended from operation for the remaining terms of the academic year. Such organizations shall be considered not eligible for receiving awards from any award-giving body inside and outside the University. Furthermore, it shall retain its probationary status for the succeeding academic year.

7. In cases of failure to present on the date/s specified by the Re-Accreditation Committee, the organization would acquire a probationary status on the following academic year and a possible suspension for a term as stipulated in the policies for re- accreditation.

8. Only approved activities are accredited and are considered during the re-accreditation.

See Appendix II for the Re– accreditation model of CSO.

15.1 Periodic Review/ Revisions
- This Manual shall be reviewed periodically by the Student Activities Manual Revisions Committee.
- Any amendment or revision of this Manual under Section 1 hereof shall be valid only when approved by the Director of Office of Student LIFE.
- No revisions of this Manual shall be authorized within three years following the publication of this Manual.
- Should the University release new/ revised University policies, it shall be incorporated in this Manual and organizations/ units shall be informed of such changes through an official memo from the Office of Student LIFE.
-

15.2 Transitory Provisions
- All existing internal policies consistent with this Manual shall remain operative until amended, repealed or revoked.
- The Student Activities Manual Revisions Committee shall be the body that deliberates proposed revisions whose members include the Director of Office of Student LIFE, Coordinator for Operations of Student Organizations, STC Student Affairs Coordinator and Representatives from the University Student Government and Council of Student Organizations.
- The Director of Office of Student LIFE shall be the one in charge of convening the Revisions Committee for purposes of amendments for the succeeding school year.

15. 3 Separability Clause

If any provision of this Manual is declared invalid, the remainder thereof shall not be affected and thereby shall continue in full force and effect.

15.4 Effectivity Clause

This Manual shall take effect the school year following the ratification by the Student Activities Manual Revisions Committee approved by the Director of Office of Student LIFE called for by this purpose and shall supercede all previous Manuals.

APPENDICES

Activity Approval Form (A-Form)

Office of Student LIFE
Student Affairs

REQUESTING ORGANIZATION		TITLE OF THE ACTIVITY	

Nature of Activity

CSO & Special Groups
- o Academic
- o Special Interest
- o Fundraising
- o Community Engagement
- o Organizational Development
- o Issue Advocacy
- o Lasallian Formation/ Spiritual growth
- o Outreach
- o Departmental Initiative

USG
- o Student Service
- o National Affairs
- o Students' Rights & Welfare
- o Rules & Policies
- o Fundraising
- o Community Engagement
- o Organizational Development
- o Issue Advocacy
- o Lasallian Formation/ Spiritual growth
- o Outreach

Type of Activity

Thru CSO/DAAM
- o Academic Contest
- o Distribution
- o General Assembly
- o Seminar/ Workshop
- o Publicity/ Awareness Campaign
- o Meetings
- o Spiritual Activity
- o Recruitment/Audition
- o Recreation
- o Others:

Thru SLIFE
- o Alliance with Outside Organizations
- o Off Campus Activity
- o Seminar with Distinguished Speaker
- o Conference/ Competition involving outside participants
- o Solicitations
- o Fundraising
- o Donation Drive
- o Others:

ACTIVITY DETELS

_____ _____ _____ _____ _____
Date   **Time**   **Venue**   **Total ENP** **ENP (CSO)**

Reach of Activity ☐ College Wide ☐ University Wide ☐ Organization Wide ☐ Batch Wide **Activity in GOSM?** ☐ Yes ☐ No

Submitted by: **Noted by:**

_____ _____ _____ _____
Signature over printed name **Date/ Time** **Signature over printed name** **Date/ Time**
                                                ☐ Faculty Adviser ☐ USG Treasurer ☐ EB-in-Charge

_____ _____ _____ _____
Signature over printed name **Date/ Time** **Signature over printed name** **Date/ Time**
Organization President   ☐ COSCA ☐ LSPO ☐ STRATCOM ☐ OCCS

---***CSO/ DAAM/ SLIFE USE ONLY***---

Status	☐ Approved	☐ Pending	☐ Denied	☐ Please see me ASAP
Comments:				

Approved by:
_____
☐ SLIFE/ STC Coordinator   Date: _____   Time: _____
☐ CSO APS
☐ USG DAAM

IN CASE OF CHANGE

Date:
Venue:
Changes
Approved by: _____
☐ SLIFE/ STC Coordinator
☐ CSO APS
☐ USG DAAM

Date: _____

Time: _____

POST- ACTIVITY REQUIREMENTS

- ☐ Pre-act Requirements
- ☐ Attendance Log Sheet
- ☐ List of Expenses
- ☐ Pictures
- ☐ Approved Poster / Flyer
- ☐ Sample Publication
- ☐ FRA Report due on:___ (Submit to S-LIFE)
- ☐ Income Statement
- ☐ List of Participants and Winners
- ☐ Signed MOA/s
- ☐ Minutes of the Meeting
- ☐ Activity Report

DUE DATE

Status:

Received by: Date/ Time _____   Date/ Time _____

Appendix B

PROJECT PROPOSAL

I.   ACTIVITY DETAILS

Title of Activity			
Nature of Activity		ENMP/ENP	
Type of Activity		Time	
Date		Venue	
Project Head/s		Contact Number	

II.   BRIEF CONTEXT/PERSPECTIVE OF THE ACTIVITY
<Minimum of 3 paragraphs answering the following questions in application of the Lasallian Reflection Framework>

(Part 1)
- What situation do you see (observation/s) in your organization, university, society, or our world?
- What certain experiences, problems, or questions do you have in relation to what you see? (May be supported with data or research if there is any or if needed)

(Part 2)
- Why is there a problem?
- What could be the cause and effect?
- How did you feel about the experience, situation, or problem? And why did you feel that way?
- What can we discover or realize?

(Part 3)
- Out of all the possible projects, activities, and solutions, Why this?
- As an organization, what will you commit as a response to what you have stated in Part 2?

III.   OBJECTIVES
<State what you intend to address through this activity – the expected outputs of the activity.>
1.
2.
3.

IV.   COMPREHENSIVE PROGRAM DESIGN

TIME	DURATION	ACTIVITY	BRIEF DESCRIPTION OF THE ACTIVITY	PERSON- IN- CHARGE
Start time and End time **note: Registration and clean up time should be outside the activity time**	Number of minutes/ hrs	Sequence of activities	1-2 sentence description of the activity stated in the previous column	This part can serve as your reference during preparation, execution and

<ORGANIZATION'S OFFICIAL LETTER FOOTER MUST BE PLACED HERE>

Appendix B

V.   BREAKDOWN OF EXPENSES

< List ALL projected expenses and its total amount.> TABLE BELOW IS REQUIRED. PUT N/A as the total if no expenses shall be incurred.>

Materials	Quantity	Unit Cost	Total Cost
		Total:	

VI.   SOURCE OF FUNDS

< List the breakdown on where you will get the funding for the activity>
< This table IS NOT REQUIRED. If no expenses shall be incurred, delete the table and please place this statement: **THE ACTIVITY WILL NOT INCUR ANY EXPENSES; THUS, IT WILL NOT NEED FUNDING**>

Source/s of Funds	Amount
Organizational Funds	
Participants Fee	
Others (i.e. Sponsorships)	
Total:	

VII.   ORGANIZATIONAL FUNDS

*< Kindly indicate the current organizational funds and this should be endorsed and signed **ONLY** by the VP Finance or Treasurer; Org's President can be the ONLY ONE who can For Sign. TABLE BELOW IS RQUIRED.>*

Accumulated Operational Funds	
Operational Fund	Php xx,xxx
Accumulated Depository Funds	
Depository Fund	Php xx,xxx
Other Sources of Funds (should match with Section 6, if applicable)	
Participants Fee/Donation/Sponsorships	Php xx,xxx
Total Cash for Disbursement	Php xx,xxx
Less: Total Projected Expenses (should match with Section 5)	Php xx,xxx
REMAINING BALANCE	Php xx,xxx

<ORGANIZATION'S OFFICIAL LETTER FOOTER MUST BE PLACED HERE>

Appendix B

_____
Juan Miguel Chua
USG Executive Treasurer/ VP-Finance

VIII. PROJECTED INCOME

*<This is a requirement for **fund-raising and selling activities**.>*
< This table IS NOT REQUIRED. If no income is expected, delete the table and please place this statement:
***THE ACTIVITY IS NOT A FUNDRAISIN/SELLING ACTIVITY; THUS, IT WILL NOT INCUR INCOME OR LOSS**.>*

Projected Revenue			
Item	**Qty**	**Selling Price**	**Amount**
Less: Projected Expenses			
Item	**Qty**	**Selling Price**	**Amount**
		TOTAL PROJECTED INCOME	n/a

IX. PROVISIONS FOR PROFIT AND LOSS

*< Must be at least two (2) **DIFFERENT** persons responsible that will be signing>*

The following persons shall be held liable and will shoulder any remaining balance incurred by the project.

< DO NOT DELETE THE STATEMENT ABOVE>

_____   _____
Name of Person Responsible   Name of Person Responsible
Position   Position

Prepared by:

_____
<Name>
<Position>

Noted by:

_____
<Name>

<ORGANIZATION'S OFFICIAL LETTER FOOTER MUST BE PLACED HERE>

Appendix B

President

_____

<Name>
Faculty Adviser

MEMORANDUM OF AGREEMENT
This Memorandum of Agreement is made and entered in the City of Manila,
Philippines
by and between:

<Company Name>
A company registered with the law of the Republic of the
Philippines, with postal address at **<Complete Company Address>**
Represented by **<Company Representative>**
hereinafter referred to as the **<Company Name>**.

And
**OFFICE OF STUDENT LEADERSHIP, INVOLVEMENT, FORMATION AND
EMPOWERMENT**
<Organization Name>,
a recognized organization of De La Salle University with address at
2401 Taft Avenue, City of Manila represented by the President,
<NAME OF PRESIDENT>, hereinafter referred to as **DLSU-**
<Org Name>

Witnesseth that:

The **<COMPANY>** agrees to be a sponsor for the **<Name of Activity>** to be held
on **<DATE OF ACTIVITY>** and will provide the following:

<Indicate the specified terms of sponsorship>

In return, **DLSU-<ORG/ UNIT NAME>** will provide the following for the
Sponsoring **<COMPANY NAME>**

<Indicate the specified terms of sponsorship>

DLSU-<ORG/ UNIT NAME> shall acknowledge all donations received from the
<COMPANY NAME> with the University official receipt within 1 week after the
date of receipt.

<ORG/ UNIT NAME> shall submit to the **<COMPANY NAME>** a report of the
activity within one week after the activity.

All donations shall be made by check payable to **DLSU- <ORG/ UNIT NAME>**.

Selling is not allowed in campus.

This agreement contains the complete understanding of both parties and may not be amended, supplemented or varied except by an instrument in writing signed by both parties. The validity and effectivity of this agreement shall be governed by the Laws of the Republic of the Philippines.

<ORG/ UNIT NAME> and **<Company Name>** shall bind themselves to the full and proper execution of this agreement.

The **<ORG/ UNIT NAME>** and the **<COMPANY NAME>** warrant that they have read and understood this agreement.

In case of dispute, the parties will try to settle it amicably before resorting to other legal remedies.

Company   DE LA SALLE UNIVERSITY- MANILA

<Company Representative>   **<NAME OF SLIFE DIRECTOR>**
                                                       Director, Office of Student LIFE

                                                       <NAME OF PRESIDENT>
                                                       <ORG/ UNIT NAME>

Date:_____   Date:_____

Witnessed by: Witnessed by:

<Company Representative >   **<Name Faculty Adviser/Vice Dean>**
<Position>   **Faculty Adviser/Vice Dean**

Date:_____   Date:_____

Office of Student LIFE

Student Affairs

Special Approval Slip

REQUESTING ORGANIZATION		TITLE OF ACTIVITY	

Type of Submission

- ☐ Late Submission
- ☐ In Case of Change
- ☐ Cancellation of Activity
- ☐ Activity Not in GOSM
- ☐ w/o term- end requirements
- ☐ Lost A- Form

Justification (Reason):

Submitted by:

_____
**Signature over printed name
(Project Head)**

_____
Date/ Time

Noted by:

_____
**Signature over printed name
(President)**

_____
Date/ Time

APPROVAL

_____
☐ SLIFE/ STC Coordinator
☐ CSO APS
☐ USG DAAM

Date: _____   Time: _____

SAS- Organization copy
(attach with required documents depending on type of submission)

REQUESTING ORGANIZATION		TITLE OF ACTIVITY	

Type of Submission

- ☐ Late Submission
- ☐ In Case of Change
- ☐ Cancellation of Activity
- ☐ Activity Not in GOSM
- ☐ w/o term- end requirements
- ☐ Lost A- Form

Justification (Reason):

Submitted by:

_____
**Signature over printed name
(Project Head)**

_____
Date/ Time

Noted by:

_____
**Signature over printed name
(President)**

_____
Date/ Time

APPROVAL

_____
☐ SLIFE/ STC Coordinator
☐ CSO APS
☐ USG DAAM

Date: _____   Time: _____

SAS- SLIFE/APS/DAAM Copy

List of Participants

ORGANIZATION
TITLE OF ACTIVITY
DATE AND TIME
VENUE/ADDRESS
EXPECTED NO. OF PARTICIPANTS

Participants with waiver forms	Participants without waiver forms

Noted by:

SLIFE Coordinator for Operations of
Student Organizations/ Director

Office of
Student L.I.F.E.
Leadership Involvement,
Formation & Empowerment

<date>

To   :   <name of Faculty>
Faculty, <Department

Thru   :   <name of Director>
Director, Office of Student LIFE

From :   <name of Coordinator >
Coordinator for Operations of Student Organizations

Re   :   Off-campus activity

Greetings!

Please see attached document for the list of participants with and without waiver forms for the organization's activity.

As a faculty adviser, we would like to remind you of the following:

➢ Make sure that all additional participants submit their signed waiver forms before they are allowed to join the activity.
➢ Ensure the safety and well-being of the participants by providing and implementing the ground rules for the activity.
➢ Inform the participants about the implementing guidelines of the University in official organization activities as indicated in the Student Handbook and the Student Activities Manual especially the provisions on the prohibition of smoking, drinking and bringing of drugs and gambling paraphernalia.
➢ Guide the participants in various activities and advise them accordingly.
➢ Accomplish the attached Off-campus Activity Report Form and submit it together with the additional waiver forms directly to the Office of Student LIFE **(within one month after the date of activity).** The release of honorarium shall be subject to the submission of these documents.

Thank you.

Faculty Conforme Form

REQUESTING ORGANIZATION		TITLE OF THE ACTIVITY	

ACTIVITY DETAILS

_____	_____	_____
Date	Time	Venue

I, the faculty adviser/ substitute faculty adviser of the requesting organization is willing and available to attend the activity indicated in this form. I have read and fully understood the extent of my roles and responsibilities and commit myself to follow these for the whole duration of the activity:

- Ensure the safety and well-being of the participants by providing and implementing the ground rules for the activity.
- Implement the rules and regulations set forth by the University regarding off-campus activities (no drugs, liquors, etc.)
- Guide the participants in various activities and advise them accordingly.
- Accomplish the Off-campus Activity Report Form and submit it directly to the Office of Student LIFE a day after the activity.

I signify my presence at the time and place of the activity and can be contacted in the contact number/s indicated below.

By: *If applicable:*

_____	_____	_____	_____
Signature over printed name (Faculty Adviser)	Date/ Time	Signature over printed name	Date/ Time

_____	_____	_____	_____
Department	Contact Number/s	Department	Contact Number/s

Noted by:

_____
Coordinator for Operations of Student Organizations

De La Salle University
Manila

Control Number	000517

PARENT'S / GUARDIAN'S PERMIT FORM
(for OFF-CAMPUS ACTIVITIES)

To be accomplished in duplicate. One copy to be retained by the parent/guardian; the other copy for DLSU.

Name of Student				ID Number	
ACTIVITY	Academic		Non-Academic		
Nature / Title of Activity					
Place of Activity					
Departure Date				Departure Time	
Arrival Date				Arrival Time	

RESPONSIBILITY

Department/Office/Unit		Landline	
Faculty/Staff In-Charge (Signature over printed name)		Mobile	
		Email Address (@dlsu.edu.ph)	
Immediate Supervisor (Signature over printed name)		Mobile	
		Email Address (@dlsu.edu.ph)	

PERMISSION

1. Together with my son/daughter, I know that the University and its officers, faculty, and staff are expected to exercise the legal diligence required for the safety and well being of my child for the duration and the place, date, and time of the activity as stated.

2. The legal diligence would include oral or written instructions, whether given before or during the activity, that if followed, would ensure the safety of my son/daughter.

3. If my son/daughter disregards or fails to follow these instructions or should act on his/her own, I, together with my son/daughter, shall have no claims against the University, its officers, faculty/staff-in-charge should any damage be caused or liability be incurred to property or person.

4. [For academic-related activity] We understand and affirm that this activity is not compulsory/mandatory. We understand that other requirements of comparable academic weight may be imposed on my son/daughter in lieu of this activity.

5. Please allow my son/daughter to get off at _____, which is near our place of residence, after the activity. My son/daughter shall take full responsibility of him/herself upon disembarking your designated transportation.

IMPORTANT: Please do not sign unless all boxes have valid entries. The email address above is official if the domain is "<username>@dlsu.edu.ph". Verification of details of this activity may be made through the official email indicated above.

PARENT / GUARDIAN	**STUDENT**
Signature over printed name / Date	Signature over printed name / Date
Mobile Number _____	Mobile Number _____

Appendix I

De La Salle University – Manila
Office of Student Leadership Involvement, Formation and Empowerment
OFF-CAMPUS ACTIVITY REPORT FORM

Organization: _____   Date and time of activity: _____
Title of activity: _____   Venue: _____
Name of faculty: _____   Address of venue: _____
Department: _____
Number of participants who attended _____

I. To the faculty adviser: **Kindly fill up this survey and return to the Office of Student LIFE, Room. 301 SPS Building. The results of this survey will be used to evaluate the organization's off campus activities and for the Office of Student LIFE to provide better services for the organization. Kindly include all the additional waiver forms collected on the day of the activity. We request you to accomplish this form using the rating scale indicated below:**
5- Excellent   4 –Very Good   3- Good   2 – Fair   1 – Poor

AREAS					
A. FACILITIES 1. Location	5	4	3	2	1
2. Set- up and logistics	5	4	3	2	1
B. PROGRAM DESIGN 1. Meeting program goals/objectives	5	4	3	2	1
2. Methodologies used	5	4	3	2	1
C. STUDENT PARTICIPATION 1. Involvement in activities	5	4	3	2	1
2. Defined leadership functions	5	4	3	2	1
D. SPEAKER / FACILITATOR (if applicable) 1. Rapport with participants	5	4	3	2	1
2. Balance between theory and practice	5	4	3	2	1
3. Mastery of subject matter	5	4	3	2	1
E. SCHEDULE	5	4	3	2	1
F. DURATION OF THE ACTIVITY	5	4	3	2	1
G. GENERAL RATING OF THE ACTIVITY	5	4	3	2	1

If the activity is Socio-Civic, please continue answering the evaluation below:

AREAS					
H. LASALLIAN MISSION 1. The Activity was appropriate for the needs of the community and aims to improve the quality of life of the community.	5	4	3	2	1
2. Advocacy of the activity is in accordance with DLSU advocacies (Good Governance, Youth at Risk, Environmental, Peace and Development, and Poverty Reduction).	5	4	3	2	1
I. SUSTAINABILITY 1. The activity directly engages the participants to the disadvantaged community over a sustained period of time.	5	4	3	2	1
2. The activity builds on resources, skill, and expertise of the community.	5	4	3	2	1

II. Critical incidents / problems encountered: _____

III. Actions taken: _____

IV. Other comments and recommendations: _____

_____   _____
Name and signature of faculty   Date

Faculty Advisers

MEMORANDUM OF AGREEMENT

Organization:

_____

Name: (Last, First, Middle)

_____

Nickname: _____ **Birthday:** _____

_____

Home Address:

_____

Phone: _____ **Mobile No:** _____ **E-mail address:** _____

Department: ☐ Full Time ☐ Part Time

_____

This is to certify that I have accepted the responsibility of being the faculty adviser of the above mentioned organization for the current school year and that I have read, understood and discussed the items covered in the Faculty Advisers' Manual and thereby pledge to abide by all the provision stated therein.

_____   _____
Signature over printed name   **Signature over printed name**
(Faculty Adviser)   **(Organization President)**

Endorsed by:

_____
Signature over printed name
(Department Chair)

Witnessed by:

_____   _____
Signature over printed name   **Signature over printed name**
Coordinator for Operations of Student Organizations   **Director of Office of Student LIFE**

De La Salle University
Student Affairs
Office of Student LIFE

Organization Evaluation Form (by faculty adviser)

To the faculty adviser: Kindly fill up this survey and return to the Office of Student LIFE, Room. 301 SPS Building. The results of this survey will be used to evaluate the organization's performance and for the Office of Student LIFE to provide better services for the organization.

AREA	WEIGHT	RATING
I. Clear Sense of Purpose • All officers have a clear understanding of the organization's ideology. • The activities reflect the nature of the organization and do not overlap with existing student organizations in campus.	10%	
II. Member's/Organizational Involvement • Members are actively participating in their activities • The organization ensures that they maximize all communication channels to reach their members. • The organization takes the initiative to involve their group in internal/external linkages.	15%	
III. Alignment of Purpose with Activities • 60% of the organization activities are focused on its nature and 40% for other activities.	10%	
IV. Quality of Activities • The organization officers created means to identify the needs / expectations of the members from the organization (e.g. survey, expectation sharing, etc.). • The organization used the information gathered through their activities. • The activities of the organization have significant impact in the studies / interest of the members.	15%	
V. Financial Management • Variances in the planned vs. actual budget are minimized. • The organization is able to meet its target income for fundraising activities	10%	
VI. Efficiency in Process • Project proposals and other pertinent documents are submitted with sufficient lead times. • Project proposals and other pertinent documents are complete.	10%	

VII. Leadership • All officers had sufficient training in organizational management. • Organization officers meet / consult either formally or informally the faculty adviser, and the Student LIFE Director / Coordinator. • Officers are able to identify mechanism for recognizing members' contribution to the organization. • Organization has evaluation meetings after major activities and after each term with the faculty adviser to identify weak areas and develop corrective measures. • The organization has a succession program for potential officers.	15%	
VIII. Lasallianness • All activities should be aligned to the mission-vision and ideals of the University. • Each activity manifests the Lasallian spirit of faith, zeal for service and communion in mission. • At least one community service / outreach activity for each term.	15%	
OVERALL SCORE:		

Evaluator's Comments:

_____
_____
_____
_____

Name of Faculty Adviser: _____   Organization: _____

Signature: _____   Date:_____

Office of
Student
LIFE

Student Affairs

Fundraising Activity Report

Name of Organization	
Activity Title	
Date/ Duration	
Type of Activity *(ie selling of novelty item, ticket selling, solicitations, raffle)*	
Beneficiary *(if applicable)*	
Brief Description	

--Financial Report-------------------------------------

I. Breakdown of income

A. Sponsorships (Please attach photocopy of signed MOAs and official receipts from Accounting Office as proof of deposit)

Company Name	Amount of Cash/Products/ Deals given
Total Amount:	

B. Sales (For ticket selling activities, please include pieces of tickets left unsold.)

	No. of Tickets / Items	Amount per Ticket / Item	No. of Tickets / Items sold	Total amount of tickets / Items sold
Member				
Non-Member				
External Participants (Non-Lasallians)				
Total:				

II. Breakdown of expenses *(Please attach photocopy of the official receipts.)*

Item	Quantity	Amount	Official Receipt Number
Total Amount:			

Fundraising Activity Report

III. Actual Profit *(Please attach photocopy of the official receipt of deposit in the Accounting Office.)*

Total Income (Table I. A + Table I. B)	Total Expenses (Table II)	Total Profit (Total Income - Total Expenses)

Overall rating of the activity (*Highlight One***):**   Excellent   Very Good   Fair   Poor

Comments   :

                       :

_____
Signature of Project Head above printed name
printed name

_____
Signature of Org President above printed name
printed name

_____
Signature   of   Treasurer   above

_____
Signature   of   Faculty   Adviser   above

Appendix M

De La Salle University
2401 Taft Avenue, Malate 1004, Manila, Philippines

No. 497276

Dept. Code: ☐ ☐ ☐ ☐ ☐

PAYMENT REQUISITION SLIP

TO: ACCOUNTING OFFICE

Date: _____

FROM: _____

☐ Payment by Check

_____

☐ Payment by Book Transfer

THRU: _____

AMOUNT: (in words) _____

(in figures) _____

PAYABLE TO: _____

CHARGE TO: (Account No.) ☐☐ — ☐☐☐☐☐ — ☐☐☐☐☐☐

(Account Name) _____

Purpose / Remarks: _____

_____

_____

Recommended for payment by: Endorsed by: Approved by: Budget Clearance:

_____   _____   _____   _____

ORIGINAL—PLEASE ATTACH SUPPORTING PAPERS
     AND FORWARD TO ACCOUNTING OFFICE

Appendix N

PROCESSED THROUGH OFFICE OF SLIFE		
Activity Type	**Pre - Activity Requirements**	**Post - Activity Requirements**
Acquaintance Party (On-Campus)	Detailed Program Design in PPR	Attendance Log Sheet, List of Expenses, Activity Report, Pictures
Concerts	Unsigned Memorandum of Agreement, Detailed Program Design in PPR	List of Expenses, Activity Report, Pictures, Approved Memorandum of Agreement
Contests	Mechanics	Attendance Log Sheet, List of Expenses, List of Winners, Activity Report, Pictures
Food Fest	Mechanics	List of Expenses, Activity Report, Pictures
Fund-Raising Activity (Nature Dependent)	Projected Income in PPR	Attendance Log Sheet, Activity Report, FRA Report, Income Statement
Medical / Dental Mission	Signature of COSCA Representative in A-Form, COSCA Form, Unsigned Memorandum of Agreement with Medicine/Medical Service Providers, List of Medicines/Services to be Provided, Off-Campus Activity Requirements (Faculty Conforme Form, List of Organizers, Waiver Forms of Organizers)	Attendance Log Sheet, List of Expenses, Activity Report, Approved Memorandum of Agreement, Evaluation Results, Names of Doctors/Nurses/Dentists, List of Patients/Participants, Pictures
Novelty Item Selling	List of Items with Pictures to be Sold, Signature of STRATCOM Representative in A-Form, STRATCOM Application Form for DLSU Trademark	Attendance Log Sheet, Activity Report, FRA Report, Income Statement, Pictures
OCCS-Sponsored Seminar	Signature of OCCS Representative in A-Form, Unsigned Memorandum of Agreement with OCCS	Attendance Log Sheet, List of Expenses, Activity Report, Approved Memorandum of Agreement, Evaluation Results, Pictures
Outreach	Signature of COSCA Representative in A-Form, COSCA Form, Unsigned Memorandum of Agreement, Off-Campus Activity Requirements (Faculty Conforme Form, List of Organizers, Waiver Forms of Organizers)	Attendance Log Sheet, List of Expenses, Activity Report, Approved Memorandum of Agreement, Evaluation Results, Pictures
Participation in Contest / Seminars / Variety Shows	Description of the Activity that would be participated in	Attendance Log Sheet, List of Expenses, Activity Report, Pictures
Party	Off-Campus Activity Requirements (Faculty Conforme Form, List of Organizers, Waivers of Organizers), Unsigned Memorandum of Agreement for Venue Reservation	Attendance Log Sheet, Activity Report, Pictures, FRA Report, Income Statement, Approved Memorandum of Agreement, Evaluation Results
Press Conference	Media Activity Form, Unsigned Memorandum of Agreement, Signature of STRATCOM Representative in A-Form	Attendance Log Sheet, List of Expenses, Activity Report, Pictures, Approved Memorandum of Agreement
Radio / Press / TV Coverage of an Event	Media Activity Form, Unsigned Memorandum of Agreement, Signature of STRATCOM Representative in A-Form	List of Expenses, Activity Report, Approved Memorandum of Agreement
Raffles	Mechanics, Projected Income in PPR, Ticket Design, List of Prizes	Attendance Log Sheet, Activity Report, FRA Report, Income Statement
Recollection / Retreat (Off-Campus)	Signature of LSPO Representative in A-Form, Faculty Conforme Form, List of Participants, Waiver Forms	Attendance Log Sheet, List of Expenses, Activity Report, Pictures
Scholarship Grant	Mechanics	List of Expenses, Activity Report, Pictures
Solicitations	Solicitation Letter, Sponsorship Packages, List of Prospect Companies, Unsigned Memorandum of Agreement with Prospect Sponsors	Activity Report, Income Statement, FRA Report, List of Sponsors, Approved Memorandum of Agreement
Sports Fest / Tournaments (Off-Campus)	Mechanics, Faculty Conforme Form, List of Participants, Waiver Forms	Attendance Log Sheet, List of Expenses, Activity Report, List of Participants and Winners, Pictures

Appendix N

Teambuilding (Off-Campus)	Complete Description of Activities, Off-Campus Activity Requirements (Faculty Conforme Form, List of Participants, Waiver Forms), Unsigned Memorandum of Agreement for Venue Reservation	Attendance Log Sheet, List of Expenses, Activity Report, Approved Memorandum of Agreement, Pictures, Evaluation Results
Ticket Selling	Projected Income in PPR, Ticket Design	Attendance Log Sheet, Activity Report, FRA Report, Income Statement
TV Interview	Media Activity Form, Unsigned Memorandum of Agreement, Signature of STRATCOM Representative in A-Form	List of Expenses, Activity Report, Pictures, Approved Memorandum of Agreement
TV / Radio Guesting	Media Activity Form, Unsigned Memorandum of Agreement, Signature of STRATCOM Representative in A-Form	Attendance Log Sheet, List of Expenses, Activity Report, Pictures, Approved Memorandum of Agreement
Generic Off-Campus Activity (Nature Dependent)	Faculty Conforme Form, List of Participants, Waiver Forms	Attendance Log Sheet, List of Expenses, Activity Report, Pictures, Evaluation Results
Generic Tie-Up Activity (Nature Dependent)	Unsigned Memorandum of Agreement	Attendance Log Sheet, List of Expenses, Activity Report, Approved Memorandum of Agreement

Appendix O

PROCESSED THROUGH CSO – APS		
Activity Type	**Pre - Activity Requirements**	**Post - Activity Requirements**
Assistance (On-Campus)		Attendance Log Sheet, List of Expenses, Activity Report, Pictures
Audition	Mechanics	Attendance Log Sheet, List of Expenses, Activity Report, Pictures, Results of Audition
Awarding / Recognition	Sample Publicity Visuals approved by the Publicity and Marketing Team (if the activity is a publicity in nature), URL (if online)	Attendance Log Sheet, List of Expenses, Activity Report, Approved Publicity Visual by the Publicity and Marketing Team (if the activity is a publicity in nature), Pictures (if the activity is not a publicity in nature)
Awareness Campaign / Publicity / Announcements / Brochure Distribution	Sample Publicity Visuals approved by the Publicity and Marketing Team, URL (if online)	List of Expenses, Activity Report, Approved Publicity Visual by the Publicity and Marketing Team
Book / Materials Lending	List of Books/Materials to be lent, Approval Letter signed by the University Bookstore Representative (for books and materials available in the university bookstore)	Attendance Log Sheet, List of Expenses, Activity Report
Booth	Labelled Booth Design	Attendance Log Sheet (if the booth is an interactive booth), List of Expenses, Activity Report, Pictures
Bulletin Board	Bulletin Board Design	List of Expenses, Activity Report, Pictures
Contest / Competition / Amazing Race – Academic (Host Organization)	Mechanics, Letter for Use of Different Venues in Campus approved by the Associate Vice President for Facilities Management (for amazing race type of activity), URL (if online)	Attendance Log Sheet, List of Expenses, Activity Report, List of Participants and Winners, Evaluation Results, Pictures
Contest / Competition / Amazing Race – Non-Academic / Sports / Tournament (Host Organization)	Mechanics, Letter for Use of Different Venues in Campus approved by the Associate Vice President for Facilities Management (for amazing race type of activity), URL (if online)	Attendance Log Sheet, List of Expenses, Activity Report, List of Participants and Winners, Pictures
Distribution of Membership / Track / Frequency Cards	Sample Design (front and back)	Attendance Log Sheet, List of Expenses, Activity Report
Distribution of Reviewers / Academic Aid	Sample Reviewer/Academic Aid, URL (if online)	Attendance Log Sheet, List of Expenses, Activity Report
Donation	List of Items to be collected/bought for Donation, Signature of COSCA Representative in A-Form, COSCA Form	Attendance Log Sheet, List of Expenses, Activity Report, Pictures, List of Collected Items (if the donations will be collected)
Election of Officers	Mechanics, Application Forms	Attendance Log Sheet, List of Expenses, Activity Report, List of Participants and Winners, Pictures
Evaluation / Survey	Sample Survey/Evaluation Questionnaire, URL (if online)	List of Expenses, Activity Report, Evaluation/Survey Results
Exhibit	Labelled Exhibit Design	List of Expenses, Activity Report, Pictures
Film Showing	List of Movie/s with Description	Attendance Log Sheet, List of Expenses, Activity Report
Focus Group Discussion	Agenda/Topics to be discussed	Attendance Log Sheet, List of Expenses, Activity Report
Freedom Wall	Wall Theme	List of Expenses, Activity Report, Pictures
General Assembly	Detailed Program Design in PPR	Attendance Log Sheet, List of Expenses, Activity Report, Evaluation Results, Pictures
Interview / Screening	Mechanics, Interview Questions	Attendance Log Sheet, List of Expenses, Activity Report
Meeting	Agenda	Minutes of the Meeting

Appendix O

Miting de Avance	Mechanics	Attendance Log Sheet, List of Expenses, Activity Report, Pictures
Recruitment / Application of Officers	Sample Application Form, Mechanics, URL (if online)	Attendance Log Sheet, List of Expenses, Activity Report
Release of Publication / Online Publication	To APS: URL (for online release) To P&M: Minor Publication Proposal Paper, Minor Publication Approval Sheet, Dummy Print	List of Expenses, Sample Publication, Activity Report
Seminar / Talk / Forum / Workshop / Orientation / Convocation / Training Workshop	Credentials of Speakers	Attendance Log Sheet, List of Expenses, Activity Report, Evaluation Results, Pictures
Spiritually Renewing Activity (Mass / Retreat / Recollection)	Signature of LSPO Representative in A-Form, LSPO Form (if needed)	List of Expenses, Activity Report
Study Group		Attendance Log Sheet, List of Expenses, Activity Report
Suggestion Box		List of Expenses, Activity Report
Teambuilding (On-Campus)	Mechanics/Description of Activities, Letter for Use of Different Venues in Campus approved by the Associate Vice President for Facilities Management (if multiple venues will be used)	Attendance Log Sheet, List of Expenses, Activity Report, Pictures
Training Program / Succession Program / Simulation	Mechanics, Specific Plans/Activities to be done for the Program	Attendance Log Sheet, List of Expenses, Activity Report, Pictures
Tutorial / Consultation / Mentoring	Credentials of Tutor/Consultant/Mentor, List of Subject/s to be discussed/tutored (for tutorial), URL (if online)	Attendance Log Sheet, List of Expenses, Activity Report, Pictures
Website (Launch / Maintenance)	URL	List of Expenses, Activity Report
General Online Activity (Nature Dependent)	URL, Sample Publicity Visuals approved by the Publicity and Marketing Team (if the activity is a publicity in nature)	List of Expenses, Activity Report, Approved Publicity Visual by the Publicity and Marketing Team (if the activity is a publicity in nature)
Series Activity (Nature Dependent)	Series Title: Specific title of that activity in the series (For example, Training Program: Phase 1)	Attendance Log Sheet, List of Expenses, Activity Report, Pictures

	DTS Sticker

SPECIAL PERMIT FOR CAMPUS ACCESS (SPCA)

<table>
<tr><td>

REMINDERS

(1) This application is for purposes of campus access only and does not include venue reservation.

(2) This form must be submitted to the Security Office (J108) **no later than two (2) working days** before the requested date of campus access.

(3) This form is considered an application only unless a final decision is made and indicated on this form.

(4) This form must contain a maximum of two (2) distinct requests for campus access.

(5) Clinics in campus are open only from 06:00am to 10:00pm, Mondays to Saturdays.

</td><td>

Receiving Details

</td></tr>
</table>

REQUESTING PARTY

Office / Organization			Name of Requesting Party / Position	
Office Location	**Tel./Local No.**	**ID No.**	**Mobile No.**	**Email Address**
				@dlsu.edu.ph

REQUEST DETAILS

Venue	From (Date / Time)	To (Date / Time)	Type of Campus Access
			❑ **[CA-1]** Pre-registration of Visitor[1] (May enter any gate)
Purpose / Activity			❑ **[CA-2]** Extended Stay[2] (10:00pm to 01:00am)
			❑ **[CA-3]** Overnight[2] (01:00am to 06:00am)
Total Number of Persons		**With outsiders? (Yes / No)**	❑ **[CA-4]** Sunday / Holiday[2] (08:00am to 06:00pm only)
Faculty In-Charge (for student activities)			❑ **[CA-5]** Exemption from RESTRICTED campus access[2]

List of Persons to be Covered by Special Permit			Requesting Party
Name (Last, First, Middle)	**Classification** (Student, Faculty, etc.)	**Mobile Number**	
1.			(1) name of student
2.			
3.			
4.			
5.			**Signature over printed name / Date**
6.			**Supervising Administrator**
7.			(Head of Office / DSA for student activities)
8.			
9.			
10.			
Please attach a separate sheet if necessary (following the format above)			**Signature over printed name / Date**

APPROVAL

Approval (for Types CA-1, CA-2, CA-3) Endorsement (for Types CA-4, CA-5)	Approval (for Types CA-4, CA-5)	Conditions
Director, Security Office	Vice President for Administration	❑ No aircon
		❑ Single entry only
DIONISIO D. ESCAREZ	**EDWIN P. SANTIAGO**	❑

[1] *Pre-registered visitors will be requested to present a valid ID. To facilitate entry and avoid delays due to verification, it is advisable to have a copy of the approved form for presentation at the gate. For concerns regarding entry, please call (02) 524-4611, local 444.*

[2] *A copy of the approved form must be readily available for presentation.*

Appendix Q

De La Salle University
Student Affairs
Office of the Dean

_____
Date

To   :   _____

Department : _____

From   :   _____

                 Ms. Fritzie Ian P. De Vera
                 Dean, Student Affairs

Re   :   **APPROVED ABSENCE**

Good day!

Pursuant to **Sec. 2.8.1 & Sec. 2.8.3 (Attendance, Undergraduate)** of the Student Handbook which encourage a balanced education for our students, please consider the absence of _____

                                                                         (Name)

from your class _____on _____ as approved absence(s).

                (Course and Section)   **(Date and Time)**

He/She is _____

_____

                                      (State the reason)

The concerned student certifies that he/she has incurred only _____non-approved absences in your class. If this number is less than what your records show, kindly disregard this request.

I understand that only the absence is excused and, therefore, the concerned student will be held responsible for all missed assignments, examinations, reports and other requirements in your class.

Your favorable attention is highly appreciated.

Thank you very much.

Recommending Approval: **Requesting Student:**

_____   _____

  Ms. Izel Marie Guatno   **(Please print name and sign)**

  OIC Director, Office of Student LIFE

I M P O R T A N T
For the student concerned
1. The Office of the Dean of Student Affairs will process this form in one (1) working day i.e. forms submitted Monday morning can be picked up Tuesday morning.
2. The student should pick-up this form himself or herself from the office of the Dean of Student Affairs.

Appendix R

ACTIVITY REPORT

I. ACTUAL ACTIVITY DETAILS

Title of Activity			
Nature of Activity		Time	
Date		Venue	
Project Head/s		Contact Number	

Actual Time Started:			
ENMP:		ANMP:	
ENP:		ANP:	

II. OBJECTIVES
<Briefly describe how EACH objective was met and how it has contributed in the observation/situation you intend to address.>

OBJECTIVE	HOW THE OBJECTIVE WAS MET
1.	
2.	
3.	

III. ACTIVITY EVALUATION
<There must be at least three (3) answers in each category; each entry under what went wrong must have a corresponding recommendation.>

WHAT WENT WELL	WHAT WENT WRONG	RECOMMENDATION
1.		
2.		
3.		

IV. LEARNINGS AND REALZIATIONS OF PROJECT HEADS
<Kindly answer the questions briefly>

1. *<What could have been done to make the activity more successful?>*
2. *<What was your greatest learning in executing the activity?>*
3. *<How did this activity, through your leadership, contribute to the development of the participants?>*

<ORGANIZATION'S OFFICIAL LETTER FOOTER MUST BE PLACED HERE>

Appendix R

Prepared by:

_____

\<Name>
\<Position>

Noted by:

_____

\<Name>
President

_____

\<Name>
Faculty Adviser

De La Salle University

OFFICE FOR STRATEGIC COMMUNICATIONS

Trademark Use Application Form

Name:_____ Position/ Section:_____

Office/ Organization:_____

ID Number:_____ Email Address:_____

Telephone Number:_____ Mobile Number:_____

Trademark to use:

- ☐ De La Salle University and logo
- ☐ The future begins here
- ☐ Star Scholars and design
- ☐ DLSU-M (Word)
- ☐ Slanted Star device
- ☐ Lasallian Scholarum Awards and device
- ☐ Green Archer device
- ☐ La Salle Green Archers (Word)
- ☐ Animo La Salle (Word)

- ☐ We mean business
- ☐ Creating the next great idea
- ☐ Be part of THE business class
- ☐ Keep learning
- ☐ Hip to be here
- ☐ Green Archer
- ☐ La Salle
- ☐ DLSU
- ☐ Beyond Higher Learning

Type of merchandise to produce (Please specify)

1._____   3._____

2._____   4._____

Purpose of use (Please specify) : _____
_____
_____
_____
_____
_____
_____

Proposed Time of Duration (Please Specify):_____

Event where trademark will be used: _____

Important Reminders:
- • Accomplish two copies of this form for your office/organization and STRATCOM reference.
- • Attach the proposed design of the merchandise.
- • Submit application at least one week prior to the production of the merchandise.
- • Pick up form 5 days after submission.
- • Strictly follow the approved duration for the use of trademark.
  Any violation will be dealt with administratively based on the provisions in the Student Manual.

STRATCOM reserves the right to approve or disapprove the application.

Approved by:

_____
Hygeia S. Chi
Marketing Coordinator

MANUAL OF OPERATIONS FOR ASPIRING
ORGANIZATIONS ACCREDITATION COMMITTEE
(AOAC)

1.0 RATIONALE

The primary role of the AOAC is to facilitate the recognition of aspiring organizations into the University system. It is likewise tasked to make policies affecting the recognition of aspiring organizations.

2.0 OBJECTIVES

2.1. To screen the application of aspiring organizations;
2.2. To prepare aspiring organizations in the rudiments of a recognized organization;
2.3. To facilitate the admission of successful aspirants to the other Student Affairs
2.4. To recommend and make policies regarding aspiring organizations.

3.0 COMPOSITION

3.1. Office of Student LIFE
3.2. Council of Student Organizations (CSO) Chairperson
3.3. University Student Government (USG) Vice President for Internal Affairs

4.0 DUTIES AND RESPONSIBILITIES

4.1   Accept applications from aspiring organizations;
4.2   Study and review all submitted documents;
4.3   Accept or reject an application on ground clearly explained to the aspiring organization and in accordance to the existing policies on aspiring organizations, and consistent with the provisions of the Students' Charter and the Student Hand book;
4.4   Recommend when necessary the aspiring organization to the SA Office in line with its nature;
4.5   Orient the aspiring organization to the rudiments of a recognized organization;
4.6   Evaluate their performance and assess their worthiness to be a recognized organization;
4.7   Recommend the aspiring organization to the Dean of Student Affairs for formal recognition;
4.8   Facilitate the admission of the aspiring organization to the Council of Student

       Organizations or Office of Student LIFE;
4.9   Make recommendations to the Dean of Student Affairs and to the administration on any improvements it deems necessary for the attainment of the objectives of the AOAC

5.0 GENERAL POLICIES

5.1   All aspiring organizations shall abide by the policies of the University;
5.2   All reservations of aspiring organizations during their trial period shall be under the Office of Student LIFE.
5.3   The official standard to be used in the reaccreditation of the organization for the following school year is the one used by CSO;
5.4   Any violation of the aspiring on the existing policies of the University will be

counted against their application;

5.5   All decisions to be carried out by the AOAC must have the concurrent approval of all members of the AOAC;

5.6   The provisions stipulated in the AOAC Manual of Operations shall be binding to all members of the AOAC;

5.7   The AOAC Manual of Operations shall be subject to review once every academic year. Substantive changes made should be published in any University student publications at the beginning of the next academic year;

5.8   A disqualified student organization, depending on the reason for disqualification, will no longer be allowed to apply again;

5.9   A disqualified aspiring organization may be allowed to reapply when disqualified due to the ff:
    5.9.1   Incomplete documents
    5.9.2 Failure to attend any of the scheduled presentations for accreditation
    5.9.3 Executive Board officers with less than two (2) years of residency
    5.9.4 Overlap of objectives with existing organizations

5.10   The number of aspiring organizations to be admitted per year shall not be more than three (3);

5.11   Acceptance and rejection of application shall depend on the policies stated in the AOAC Manual of Operations, and shall be made consistent to the Students' Charter and the Student Handbook;

5.12   Appeal of any nature should be submitted to the Dean of Student Affairs through the AOAC.

6.0 SPECIFIC POLICIES REGARDING ASPIRING ORGANZIATIONS

6.1   As a general policy, the AOAC will only consider aspiring organizations that contribute to the University's goal of establishing an integrated com- munity of persons, learners, scholars and citizens. Thus, any aspiring organization whose goals, objectives and/or activities (proposed or implemented) seem to promote some form of regionalism, exclusivity, prejudice or malice toward any sector of the University will be denied recognition;

6.2   Aspiring organizations whose membership qualifications or activities are rigid and unreasonable, and demand the use of physical harm or violence will be denied recognition;

6.3   In view of limited funds, facilities and other re sources in the University, AOAC will not recognize an aspiring organization:
    6.3.1 Whose general nature, objectives and/or activities overlap with those of existing student organizations; and
    6.3.2 That can be integrated into the functions of any existing student group or academic sector.

6.4   All accepted aspiring organization will undergo a three-month or one-term observation/trial period to prepare themselves with the rudiments of a recognized organization and help AOAC verify its nature. After the trial period, any of the two (2) conditions will apply:
    6.4.1 The organization is accepted under a three-term probationary status under
        CSO or Office of Student LIFE.
    6.4.2 The application of the organization is denied.

6.5   The Executive Board of Officers of all aspiring organizations must have at least

two (2) years left from the time of application;

6.6   Any aspiring organization whose nature can be classified under any of the SA Offices will be referred to the Director of that Office. The decision to accept or grant the application will come from the SA Director concerned;

6.7   An organization must get a grade point average of at least 80% in the accreditation to qualify for full accreditation.

7.0 PROCESS OF FORMING STUDENT ORGANIZATIONS

7.1 Application and Filing

7.1.1 Any group of 15 students may apply to the AOAC to form a student organization. The application may be filed with AOAC on the first trimester of the current academic year but not later than 30 school days before the final examination of the first trimester.

7. 2. Documents Required

7.2.1 Three copies of the following documents should be presented at the time the application is filed.

7.2.1 A formal letter of application addressed to the AOAC;

7.2.2 Constitution and by-laws;

7.2.3 List of interim board of officers, with their names, respective positions, majors, year levels, telephone   numbers, birthdays, specimen signatures and ID numbers.

7.2.3 Names, year l evels, majors, ID numbers and signatures of at least 15 founding members, inclusive of officers;

7.2.4 A master plan of activities good for one year, which includes the goals, objectives, brief description and budget breakdown per activity.

7.2.5 Table of Organization/ Organizational Structure;

7.2.6 Budget Proposal for one year;

7.2.8 Certification from the SDFO stating that the members and founders are bonafide students of De La Salle University together with the students' existing discipline records;

7.2.9 Name of faculty adviser/s with the letter of acceptance addressed to the Director of SLIFE.

7.3 Other Requirements

The constitution and by-laws as well as the proposed activities of the applicants

should be in accordance with the institutional policies and other rules and directives of Student Affairs (SA), University Student Government Council (USG), and Council of Student Organizations (CSO), and such should not conflict or overlap with those of existing organizations. In addition, the officers and founding members should be of good moral character.

7.4 Approval of Application

7.4.1 The applicant should be informed of the approval of its application within two months from the date of submission of requirements. No student organization shall be allowed to function without the prior approval required.

7.4.2 If the membership of a probationary organization is less than 50 members, the AOAC shall deliberate on a case-to-case basis on the status of recognition of the organization.

Please refer to the AOAC manual for complete list of policies and procedures on accreditation of new organizations.

7.5 Implementing Calendar

First Term
Start of classes - start of application
30 school days before final exams-deadline of applications

Second Term
First 20 school days- Presentation of aspiring organization and deliberation by the AOAC
Next 5 school days-Release of accepted aspiring organizations
Next 5 school days - Submission of revised documents of aspiring organizations (if necessary)
Next 20 school days - 2nd presentation and deliberation by the AOAC (if necessary)
Next 5 school days - Release of 2nd list of accepted aspiring organizations (if necessary)
Remainder of the term - Orientation

Third Term
Implementation of 1 term GOSM
2 weeks before activity ban-evaluation of aspiring organization
Activity Ban week-facilitation of admission to CSO or Office of Student LIFE

<div align="center">Appendix U</div>

Memo format

<div align="center">**Letterhead**</div>

Date

For: Engr. Ronaldo Gallardo   (highest level)
        Associate Vice President for Facilities Management

Thru: Ms. Izel Marie B. Guatno   (2nd level)
        Director, Office of Student LIFE

        <name>   (1st level)
        President, <organization>

From: <name>
      <position>, <organization>

Re: <nature of communication>

Letter Format

<div align="center">**Letterhead**</div>

Date

Br. Ricardo P. Laguda ,FSC   (Recipient of the letter)
DLSU System President   (position)

Dear Br. Laguda,
<body>

Sincerely yours,
<name>
<position>, <organization>

Noted by:

Ms. Izel Marie B. Guatno   (1st level)
Director, Office of Student LIFE

Ms. Fritizie Ian De Vera   (2nd level)
Dean of Student Affairs

De La Salle University-Manila
Parents of University Students Organization (PUSO)
Funding Request Form

Date of request	
Name of Organization	
Title of Activity	
Date of Activity	**Time of Activity**
Venue of Activity	
Expected number of participants	[ ] Organization-wide [ ] College-wide [ ] University-side [ ] Others (Please specify)
Expected beneficiaries	
Objectives of the Activity:	
Justification:	

Details of Request

Particulars	Quantity	Unit Cost	Total Cost
1.			
2.			
3.			
4.			
Total amount requested			

Note: 1. You may add additional sheets if necessary.
2. Please attach official quote of the items being sponsored.

Requested by:	Name, Position, Office
Noted by:	Office Director / Unit Head Academic Dean / Dean of Student Affairs

(To be filled out by PUSO)

Date Received by PUSO		Received by:	
Action taken:	[ ] Approved [ ] Disapproved	**Board Resolution #**	
Amount:		**Date of Resolution:**	
Details of Check		**Check received by:**	
		Date received:	

Please accomplish in quadruplicate form. Three(3)copies to PUSO   PUSO Form No. _____ August 2009

ENHANCED COSCA POLICIES/GUIDELINES FOR STUDENT OUTREACH
EFFECTIVITY: AY 2015-2016

GENERAL POLICIES

O The following are general policies of COSCA in relation to student outreach, as follows:

a) The program is open to any bonafide student of the current SY of DLSU but **exclusive to S-LIFE registered student orgs only.**

b) Every outreach proposal goes through a discussion-screening-approval process by COSCA Coordinators. Formal Coordination-Discussion with identified partner NGO/Community is pre-requisite prior to approval of proposal.

c) Approval of Proposals does not only refer to actual deployment but also implies that the student organization concerned undergoes orientation seminar by COSCA and NGO/Community before actual deployment.

d) All volunteer engagements are formalized through a MOA other than the approved COSCA Student Engagement/Outreach Proposal Form.

e) Non-Compliance to agreed terms in the MOA will mean student org can be recommended to issue formal Letter of Apology to NGO/Community and an Incident report will be furnished to DSL Dean for further action.

f) Outreach activities go through the processes of monitoring and evaluation. Performance evaluation may be used as basis for renewal of partnership engagement.

g) Student Leaders involved in the Outreach go through a processing of their experience/s.

h) Student Orgs are also expected to submit agreed documentation reports at a given schedule by COSCA.

i) Student Orgs who have completed the whole process will receive Certificate of Completion to be issued by COSCA.

j) Existing policies stipulated in the Student Hand Book apply to all student activities, in –campus or off-campus.

IMPLEMENTING RULES AND GUIDELINES

1. Proposals for outreach activities must be submitted to the COSCA & subject to evaluation, recommendations, & approval by the unit/s concerned.

2. Outreach organizers must plan and conduct outreach activities being mindful and respectful of the conditions and circumstances in the venue, such as location, resources and space available, schedules and curfews.

3. Although counter-parting from partner organizations is encouraged, outreach organizers must be mindful not to burden them with contributions in terms of finances or commodities allotted for their programs and clients. However, partner organizations may become beneficiaries of proceeds to be earned/gathered by student orgs organizing the outreach.

4. It is the responsibility of the outreach organizers to coordinate with other offices and units within the College for all concerns related to the implementation/conduct of any outreach activity.

5. This includes reservations of venues, vehicles, equipment, and requests for manpower, technical assistance, security detail, availability of medical assistance and medicines, and the like.

6. Outreach organizers must ensure that all necessary permits & excuses such as for permission and for excused absence secured and approved prior to the implementation/conduct of any outreach activity.

7. Outreach activity proposals must be submitted to COSCA for evaluation **at least three (3) weeks** before the target date of implementation to give room for revisions and to allow the partner organizations to prepare for the accommodation.

8. COSCA may endorse the proposed outreach to any of its partners (Non-government Organizations, Government Agencies, and other institutions) and COSCA reserves the right to identify the partner where the proposed outreach may be held depending on the nature and content of the proposal.

9. In cases wherein the organizers opted to coordinate with other organizations that are not official partners of COSCA, the Student Org is strongly recommended to submit Organizational Profile Report, Brochures and/or any Document discussing the identity of the said partner organization for Evaluation purposes.

10. Outreach activities not evaluated and approved by COSCA shall neither be endorsed nor sanctioned.

11. The organizers must ensure that the activities of the outreach program will not endanger the participants. Participating students who have delicate medical condition **are required to present a medical clearance** if the activity is strenuous in nature.

12. Participants (including the organizers) are prohibited from taking intoxicating drinks and/or prohibited substances before, during, and after the outreach activity. (Student Handbook Regulations apply)

13. A Pre-trip orientation **must be conducted** for all participants to inform them of all matters related to the outreach activity, including the guidelines and safety precautions for off-campus activities.

14. Participants are expected to follow the itinerary of the activity and comply with the ground rules set by the organizing party.

15. COSCA personnel are not obliged under any circumstance to accompany outreach activities unless absolutely necessary or it is personal disposition of the COSCA personnel to join the activity.

16. Student Org Faculty Advisers are expected to be in close-coordination/supervision in the pre, actual and post Outreach Activity Implementation. **The presence of Faculty Advisers in the actual outreach activity is strongly recommended especially as Animators and Formators.**

17. GRIEVANCE Mechanisms in relation to Outreach Engagements are in place for individual students, student orgs, partner organizations and internal coordinating departments/units in the university. **An Incident Report and a Cancellation of Outreach Engagement Form will be issued to student orgs for the non-compliance of agreed arrangements or sudden cancellation of outreach events.**

18. Organizers must submit to COSCA a post-activity documentation consisting of a brief group report, program, pictures, videos (if applicable) and attendance.

19. Student Organizations and student groups/classes doing outreach activities must abide by the General Guidelines & Safety Precautions for the conduct of off-campus activities stipulated in the (Letter of Permission) and (Excused Absence) available at the **Student Life (S-LIFE).**

20. **COSCA-SLIFE units** are not directly responsible for any eventuality arising from **non-conformity** to the said guidelines and precautions after due diligence mechanisms have been properly implemented by the units concerned. **Outreach participants must conduct themselves in a manner befitting of Lasallians.**

REMINDERS:

1. Please read Enhanced COSCA Polices on the Student Engagement/Outreach. Please refer to this page.

2. Please Fill in and submit SE/O Form to COSCA 3 weeks before ACTUAL activity for outreach.

3. A Memorandum of Agreement (MOA) may be required between sponsoring CSO/USG and partner COMMUNITIES, NGOs, LGUs, etc..

4. COSCA provides the following:

    a. Consultation or Discussion of Initial Plans/Matching of possible Partner COMMUNITIES, NGOs, LGUs, etc.. based on the nature of initial plans.

    b. Guide Questions for Evaluation with Partner-Beneficiary orgs and/or Student Organization

    c. List of Expected Participants Form & Attendance Form

    d. Evaluation Forms for Partner-Beneficiary, Advisers and Student Orgs

    e. Incident Report and Cancellation of Request Forms

Center for
Social Concern and Action

Student Engagement/Outreach Form

The following are general processes for student outreach engagements. [COSCA & SLIFE In-charge will check the processes already done].

STEPS	DATE/SIGNATURE OF STUDENT	DATE/SIGNATURE OF COSCA OR SLIFE PERSONNEL
⊙ Step 1. Initial Discussion with COSCA		
⊙ Step 2. Partnership with COSCA (or CSO/PO/NGO Matching)		
⊙ Step 3. Discussion with partner NGO/Community		
⊙ Step 4. Pre-Outreach Orientation with Partner NGO/Community		
⊙ Step 5. Finalization & Approval of COSCA-Student Engagement Form		
⊙ Step 6. Actual Outreach Implementation		
⊙ Step 7. Evaluation with NGO/Community (Immediately after activity with Community/NGO organizers)		
⊙ Step 8. Student Orgs Evaluation		
⊙ Step 9. Consolidation of Evaluation/Documentation Reports		
⊙ Step 10. Submission of Reports to COSCA		
⊙ Step 11. Issuance of Certificate of Completion by COSCA		

"Engagement [TAYA- KILOS] proceeds after Exposure-Orientation-Immersion to identified NGO/Community [MASID-DANAS] & Analysis-Reflection of realities in chosen action-intervention- engagement [SURI-NILAY]". Lasallian Reflection Framework

Please check type of Proposed Community Engagement Activity:

☐ Environment-related Initiative/Intervention

☐ Education for Children/Youth

☐ Alternative Learning for Adults (ALS)

☐ Health/Wellness-related Initiative/Intervention

☐ Social Enterprise and/or Livelihood-related Initiative/Intervention

☐ Disaster Response-related Initiative/Intervention

☐ Resource Mobilization (Fund-Raising/Build-up of Materials)

☐ Issue Advocacy-related Initiative/Intervention

☐ Others

Please fill-in all required fields (*):

* Sponsoring CSO/USG Organization/s:
_____

* Title of Proposed Activity/Engagement:
_____

* Proposed Date of Engagement: _____
* Name of Community Partner/NGO/LGU/Institution:
_____

* Address of Partner Community:
_____

* Address of ACTUAL PLACE of Engagement:
_____

* Number of **Individual** Beneficiaries:
_____

Name of Faculty Adviser (If any):
_____

* Contact Details of Faculty Adviser (If any, please provide email or mobile number):

PLEASE INDICATE THE GOAL AND OBJECTIVES OF YOUR PROPOSED OUTREACH ACTIVITY

[Objectives are *STRATEGIES OR OUPUTS* in order to arrive at Goal/s] What are strategies to achieve goals?

OBJECTIVES:

1.

2.

3.

[The Goal is based on a desired outcome at the end of the Engagement] What do you want to achieve at the end of the project?

GOAL/S:
_____
_____
_____
_____

Checked by: (For CSO Adviser or USG College President)	Form Accomplished & Submitted by:	[For COSCA only]
		Received by:

4.1. The International Center (IC) is a student service unit under the Office of the Director of External Relations and Internationalization. It was established in 2009 under the Office of the Associate Vice Chancellor for External Relations, which was then headed by Dr. Arnulfo Azcarraga, to respond to the growing number of international students on campus. The Center caters to all international students on campus, both in the graduate and undergraduate levels. Its major functions include providing formation programs, integrated and responsive services, and management of the student exchange programs of DLSU. IC handles global education and exchange programs, linkages with embassies, program development, service management and advisory for international students. In 2012, it has started to strengthen and vigorously pursued the Study Abroad opportunities for local students who would like to engage and expose themselves in international education endeavors.

4.1.1. Major programs of the International Center

As a learner-centered unit, IC caters to the diverse needs of international students on campus, particularly addressing their adjustment, developmental and organizational needs. Its programs and services focus on helping them integrate smoothly to university life through various developmental, logistical and organizational support programs and services. Major programs of IC are the following:

4.1.1.1. Student Exchange Program - the program offers opportunity for local students to participate in numerous student exchange programs with DLSU partner universities abroad.

4.1.1.2. Program Development - the program ensures that international student are given the opportunity to interact with their fellow international students as well as local students through different activities inside and outside the school. Through strategic programs the internationalization of the university will turn into reality.

4.1.1.3. International Student Services - this includes the processing of visa and legal documents of international students. The IC offers individual and group consultations, advising and information services, administration of surveys like needs assessment and exit survey, orientation program, Focus Group Discussions (FGD) and Round Table Discussions (RTD) to gather data needed for the planning and implementation of special projects and activities designed especially to respond to international students' needs. IC ensures that international students are assisted in monitoring and updating of visa and other legal documentary requirements needed for study in the university.

4.2. Academic-Related Programs

4.2.1. Inbound Student Exchange Program

4.2.1.1.   The International Center manages and supervises the inbound exchange student program of the University. International exchange students visit the Philippines and study at De La Salle University for a minimum period of one trimester to a maximum period of one academic year. Participating exchange students come from universities abroad where De La Salle University has either a bilateral agreement or a multi-lateral agreement.

4.2.1.2.   Requirements to be submitted to the International Center prior to arrival at DLSU: a) Exchange Student Program Admission Sheet; b) An original copy of his/her Transcript of Records; c) A fifty-nine (59) day tourist visa, if possible; d) Photocopy of the information/photo page of the passport; d) An airline ticket with open or definite return flight back to country of origin; e) Health insurance covering the whole duration of the exchange student's stay in the Philippines, which must also have a Philippine insurance broker counterpart; f) Philippine Bureau of Immigration Consolidated General Application Form *(please refer to the list of forms on Part 4*; and g) Personal Data Sheet for International Students *(please refer to the list of forms on Part 4.*

4.2.1.3.   Due dates for submission of requirements
The aforementioned requirements must be submitted to the International Center on or before the set deadlines, as follows: a) First Trimester – January 30; b) Second Trimester – June 30; c) Third Trimester – September 30.

4.2.1.4.   The partner university must inform the International Center, through official online communication, of the details and requirements of students that they are sending to DLSU for the exchange program. Deadlines set for each trimesters are: a) First Trimester – January 30; b) Second Trimester – May 30; c) Third Trimester – September 30.

4.2.1.5.   Notification of Arrival and Airport Pick up
    4.2.1.5.1.   Notification of arrival must be made two weeks prior to arrival in the Philippines. The exchange student must fill out the "Notice of Arrival Form", and fax it to (632)-5256727. The form may also be scanned and emailed to the Unit Head of the International Center which will then arrange the pick-up of exchange students from the airport. Once IC receives the Arrival Notification Form, the International Relations Office of the partner university and the exchange students will be emailed of the location where the exchange students shall be picked up from the airport. For example, if the exchange students land at NAIA1, they are picked up at the Arrival Extension Lobby right in front of the Duty Free

Shop. For those arriving at NAIA2, students are picked up just right outside the exit of the airport lobby.

4.2.1.5.2. A member of the IC will pick up the exchange students from the airport. Exchange Students are cautioned not to go with anyone else but with the IC members. Exchange students must decline any offer of anyone offering to be driven to their destination.

4.2.1.6. Specific Dates and Time of Arrival in the Philippines

4.2.1.6.1. Incoming exchange students are advised to arrive between Mondays to Fridays and preferably within working hours between 8:00 am to 5:00 pm. Availability of university vehicle and university personnel to pick up exchange students are usually available only during working days and hours.

4.2.1.6.2. If the exchange student could not arrange arrivals on the said days and time, he/she must inform his/her International Relations Office of this matter. The International Relations Office of the exchange student will coordinate with IC regarding the exchange student's arrival.

4.2.1.7. Visa Procedures for Exchange Students

4.2.1.7.1. Beginning September 10, 2008 (2nd trimester of academic year 2008-2009), all inbound applicants for Student Exchange Programs to De La Salle University will be required to have a Special Study Permit which allows foreigners to study in the Philippines using a valid Tourist or Travel Visa (9a). Student Visas (9f) will no longer be required.

4.2.1.7.2. A Special Study Permit (SSP) is a BI permit that allows a foreign national to study in BI Accredited Schools in the Philippines under a tourist visa or a temporary visitor visa. DLSU, being an accredited educational institution in the Bureau of Immigration listing, follows BI regulation on the strict implementation of study permits for international students, including exchange students.

4.2.1.7.3. The validity of the Special Study Permit is one trimester, or equivalent to approximately three months. If an exchange student will study at DLSU for more than one trimester, he/she needs to apply for a Special Study Permit for every trimester of his/her study.

4.2.1.7.4.   The International Center will apply for the exchange student's Special Study Permit at the Bureau of Immigration. The payment for the SSP will be made at the DLSU Accounting Office. The exchange student will just have to go to BI for the extension of the Tourist/Travel Visa.

4.2.1.8.   Visa Waiver and Visa Extension at the Philippine Bureau of Immigration (BI)

4.2.1.8.1.   Exchange students arriving without any Tourist Visa are allowed to stay in the country for 21days. They must file for a visa waiver to make the stay in the Philippines valid up to 59 days. After getting their Special Study Permit, exchange students must extend their Tourist Visa up to the end of the trimester enrolled. A Tourist Visa extension becomes null and void once the exchange student goes abroad. Upon his/her return, he/she is allowed to stay in the country for only 21 days, hence, must re-apply for another visa waiver and visa extension.

4.2.1.8.2.   Currently, the Student Desk of the BID is allowing a full 6 months Tourist Visa extension from the day of arrival of the exchange student. This privilege given by the Student Desk may change without prior notice.

4.2.1.9.   Filing of the Exit Clearance Certificate at the BI
Exchange students who stayed in the Philippines for two to three trimesters of exchange program must file for an Exit Clearance Certificate (ECC) at the BI two weeks before departure. The ECC will be given to the Bureau of Immigration and Deportation officer upon checking in at the Immigration counters of the international airport when disembarking for home country. Exchange students are requested to schedule their flights back to their home country preferably from Mondays to Fridays between 8:00 am to 5:00 pm so that they can be accompanied by IC personnel to the airport.

4.2.1.10.   Enrollment Policies and Procedures for Exchange Students

4.2.1.10.1.   IC will assist all exchange students in enrolling their desired courses. Some courses may require pre-requisites. Some courses are also taught in Filipino. Exchange students can enroll in regular classes and they are expected to finish the courses they enrolled.

4.2.1.10.2.   Classes offered by the Center for Language Learning (CeLL) are not covered by the tuition fee waiver. Exchange students enrolling

in CeLL will be responsible for their tuition fee enrolled in that program.

4.2.1.10.3.   Exchange students can enroll a maximum of 18 units (6 courses) for undergraduate students and 9 units (3 courses) for graduate students each trimester. If the exchange student needs to enrol in more than the maximum number of units, the student's corresponding International Relations Office must notify IC. No dropping or withdrawal of courses is allowed for the exchange students. All changes in schedule or courses must be done at the second day of the start of classes. This deadline has been set by the Office of the University Registrar or OUR. After the second day of classes, no more changes could be made. All the requirements of an enrolled course must be fulfilled in order to get a grade. If the exchange student fails to accomplish requirements, he/she would receive an Incomplete/INC or a 0.0/Fail grade.

4.2.1.11.   University Rules and Regulations
All exchange students are covered by DLSU rules and regulations. They will be given a copy of the DLSU Student Handbook for reference and information purposes during the orientation program for new exchange students. The University strictly implements its rules, policies and procedures contained in the Student Handbook hence, all exchange students are advised to read the Handbook and abide with the policies contained there with.

4.2.1.12.   Involvement in Student Activities and Community Engagement Programs
4.2.1.12.1.   An exchange student should coordinate with the Center for Social Concern and Action (COSCA) under the Office of the Dean of Student Affairs for volunteer work or participation in community engagement programs of the university. Participation in these activities are supervised by the concerned unit. COSCA's office is located at the 4th floor of the Brother Gabriel Connon Hall.

4.2.1.12.2.   For other available opportunities for student involvements and activities on and off campus, please refer to the guidelines stated in the *"International Center Student Exchange Program Guidelines and Procedures"*.

4.2.1.13.   Going on Trips
An exchange student must inform the International Center if he/she will go out of town for a trip. This also applies for travel abroad made during the period of the exchange program. Exchange student must sign a Waiver

at the International Center prior to any trips that he/she will take during the entire duration of the exchange student program.

4.2.1.14. Termination of Student Exchange Program
    4.2.1.14.1.   Exchange students are given one (1) week from the last day of the trimester they currently enrolled in to finish all his/her academic requirements prior to departure for home. Should exchange student wish to stay longer, they must vacate their housing if it is owned by De La Salle University to give way to incoming exchange students. They would also need to accomplish a Waiver Form for Extension of Stay.

    4.2.1.14.2.   All dues or payments with the University must be settled. Examples of these dues could be overdue/ loss/ damaged book payments and library payments, Physical Education Department equipment damage/loss fees and other school fees not covered by the Student Exchange Program. Payment of rent of De La Salle University owned housing is also included. Non-payment of dues might result to non-issuance of Official Transcript of Records.

    4.2.1.14.3.   De La Salle University is no longer responsible for the exchange student after the last day of their allowed period in the program.

4.3. Outbound Student Exchange Program
The International Center also manages and supervises the Outbound Student Exchange Program of the University. Filipino students who are interested to study abroad may apply for available student exchange programs. The scholarship coverage of each exchange program depends on De La Salle University's MOA or MOU with the partner university.

4.3.1. Qualifications and Selection Process
    4.3.1.1.   Undergraduate DLSU students who have completed at least two (2) academic years at DLSU may apply for any available Outbound Student Exchange Program. The student has the option to stay with the host university for a minimum period of one term to a maximum period of one academic year. However, the student must decide on the length of stay before the final papers are sent to the host university. There are also available Outbound Student Exchange Programs for graduate students.

    4.3.1.2.   Qualifications of Applicants
Applicants for any available Outbound Student Exchange Program must meet the following qualifications:

a) Must not be a graduating student and must be continuously enrolled in the university;
b) Must be enrolled at the time of the exchange program;
c) Must have a minimum cumulative grade point average (GPA) of 2.0;
d) Must have no failing grade;
e) Must not have committed any major offense, as determined by the Discipline Office;
f) Proficient in English or other language that may be required by the host university;
g) Must have good potential to succeed in an international academic environment;
h) Financially capable to assume expenses for round-trip transportation and other travel related costs, insurance, books and school supplies, and other personal and living expenses.

4.3.1.3.   Guidelines and Procedures
    4.3.1.3.1.   As soon as details of the student exchange programs with the other universities where De La Salle University has existing academic cooperation program are finalized, announcements will be made by the ERIO using the official online announcement page at the HELPDESK, through the Office of the Information Technology Services (ITS).

4.3.1.4.   Requirements
Documents to be submitted in three (3) copies each and should be inside three (3) short folders:
    4.3.1.4.1.   Letter of Intent to Participate in the Exchange Program
    4.3.1.4.2.   Updated Curriculum Vitae
    4.3.1.4.3.   Transcript of Records
    4.3.1.4.4.   Discipline Office Clearance
    4.3.1.4.5.   Intent to Return to the Philippines Form*
    4.3.1.4.6.   Waiver Form*
    4.3.1.4.7.   Application Form*
    4.3.1.4.8.   Three (3) copies of a 2" x 2" picture
    4.3.1.4.9.   Two (2) recommendation letters from a professor or the Dean/Vice Dean

*Note: to be picked up at the office after submitting requirements 1-4.

4.3.1.5.   Accreditation of Subjects
    4.3.1.5.1.   It is the responsibility of the nominated exchange students to ascertain that the intended subjects to be taken abroad will be credited to them upon their return to De La Salle University.

4.3.1.5.2.	The first step will be to browse through the University prospectus of the intended university to check the availability of the subjects. The prospectus is available in the ERIO or through the different university websites.
4.3.1.5.3.	Subjects taken should correspond and should be equivalent with present academic flowchart.
4.3.1.5.4.	The student should compose a letter addressed to the respective DLSU Department Chairs of the intended subjects containing its course description and number of credit units.
4.3.1.5.5.	The student must submit the list of intended subjects to the Global Education Specialist of the International Center for advance enrollment in the sister university. However, the Global Education Specialist nor the sister university cannot guarantee the availability of all the preferred subjects. In this case, the student is advised to obtain as many approved subjects as possible as alternative courses.
4.3.1.5.6.	Upon the students' return, they have to present their Transcript of Records from the sister university with the letters of approval from DLSU Chairs to facilitate accreditation of subjects.

4.3.2. Benefits

The following benefits can be derived from the Student Exchange Program:

4.3.2.1.	Experience of an international academic environment;
4.3.2.2.	Academic and intercultural activities; and
4.3.2.3.	Tuition and fees are waived, exchange student pays only DLSU tuition and fees.

4.3.3. Expenses

4.3.3.1.	Except for the AIEJ and Monbusho scholarships available for Japanese universities, straight exchange arrangements for other sister schools have different expense schedules.
4.3.3.2.	Tuition and miscellaneous academic fees are paid by the student to De La Salle University. Airfare, board and lodging and living allowance are also shouldered by the participating exchange student.
4.3.3.3.	The sister university will assist the exchange student in securing a dormitory within campus. There are universities who require advance housing fees if the dormitory option will be taken.

4.3.4. List of Partner Universities for Outbound Exchange Programs

At present, student exchange programs are available for the following universities:

4.3.4.1.   Japan (Waseda University, Soka University, Doshisha University, Ibaraki University, Kokushikan University, Meijo University, Ritsumeikan University, Kobe.University, AFS)

4.3.4.2.   USA (California State University Hayward, Arkansas Tech University, Seton Hall)

4.3.4.3.   Canada (Simon Fraser University)

4.3.4.4.   Europe (University of Maastricht, Netherlands Centre for International Mobility – Finland, Freiberg University, Eindhoven University of Technology, Mittweida University of Technology and Economics)

4.3.4.5.   Mexico (Unibersidad La Salle, Mexico)

4.3.4.6.   Korea (Hannam University, Chung Ju University)

4.3.4.7.   Australia (MacQuarie University)

4.3.4.8.   Singapore (Nanyang Technological University, National University of Singapore)

4.3.5. Study Abroad/Visit Programs
Study Tours are available for the following universities in Taiwan: a) Soochow University; and b) Feng Chia University.

4.4. Student-Related Services

4.4.1. Confirmation of Enrolment for New International Students

4.4.1.1.   After the international student passed the College Entrance Test (CET) and decided to enroll at De La Salle University (DLSU), s/he has to proceed to the Office of Admissions and Scholarship and get the list of requirements for Confirmation and Enrollment.

4.4.1.2.   Confirmation at DLSU is required to enable the IS to reserve a slot for enrollment. It also allows the University to open available slots that are not taken by those who passed the CET, to those who are in the waiting list.

4.4.2. Procedures for Confirmation of Enrollment for International Students

4.4.2.1.   Submit required documents for confirmation at the International Center. *(Please refer to the link below for the complete list of requirements and procedures at this link -*
http://www.dlsu.edu.ph/students/international/how_to_apply/confirmation.asp

4.4.2.2.   Secure Clearance for Confirmation and submit the same to OAS

4.4.3. Procedure for Confirmation of Enrollment for Filipinos born abroad and Dual Citizens

4.4.3.1. Students who declared Dual Citizenship upon application at the Office of Admissions and Scholarship (OAS) are automatically categorized as Filipinos.

4.4.3.2. However, they are still required to report to the International Center to submit the following documents *(photocopies only, but bring original copies for verification) prior to confirmation,* for record purposes: Philippine Passport *(photo-data page), or* Certificate of Recognition as a FILIPINO CITIZEN; and Personal Data Sheet for Filipinos born abroad / Dual Citizens *(downloadable at this link - http://www.dlsu.edu.ph/students/international/requirements/personalinfo.pdf)*

4.4.4. Steps for Confirmation of Enrollment:

4.4.4.1. Proceed to International Center prior to the schedule of Confirmation;

4.4.4.2. Submit the required documents for confirmation at the International Center. Please refer to the link below for the complete list of requirements and procedures - *http://www.dlsu.edu.ph/students/international/how_to_apply/confirmation -dual-citizens.asp*

4.4.4.3. The International Center will issue the Clearance for Confirmation (ICC) only upon submission of the required documents; and

4.4.4.4. Submit the Clearance for Confirmation (ICC) at the Office of Admissions and Scholarship.

4.4.5. Orientation for Exchange Students

4.4.5.1. Orientation for **Inbound** Exchange Students

The Orientation for Inbound Exchange Students is conducted within the first two weeks from the beginning of each trimester and is facilitated by the Global Education Specialist of the International Center. The content of the orientation covers the general guidelines and procedures in the conduct of the Inbound Student Exchange Program of the De La Salle University to ensure that all participating international exchange students are aware of the specific guidelines, policies and procedures of the Inbound Student Exchange Program.

4.4.5.2. Orientation for **Outbound** Exchange Students

The Orientation for the Outbound Exchange Students is conducted during the specific trimester when the successful applicants of each Exchange Program are accepted. The orientation is facilitated by the Global Education Specialist and is designed to make the participants aware of the specifics of the Outbound Program they were admitted in. Together with the successful applicants, parents are also required to attend the orientation

as of 7/22/2015

Name of Office	Director	Secretary	Local #
DLSU- MANILA	**Trunkline: 524-4611**		
Lasallian Mission Offices			
Center of Social Concern and Action	Ms. Ma Lourdes Melegrito	Jennifer Santos	417/147
Cultural Arts Office	Ms. Glorife S. Samodio	Janeth Salceda	702/737
Student Discpline Formation Office	Ms. Christy Santiago	Carlett Racho	414/611
Lasallian Pastoral Office	Mr. Andylyn Simeon	Myralyn Gonzales/Rocelyn Garcia	410/104
Office of Counseling and Career Services	Ms. Susana A. Estanislao	Jocelyn Del Rosario-Cruz/Carmencita Teodoro	419/416
Office of Sports Development	Emmanuel M. Calanog	Ms. Melinda Capule	742
Office of Student Leadership, Involvement, formation and Empowerment	Ms. Izel Marie B. Guatno	Ms. Lhea Espiritu/Ms. Regine Zambales	732
Reserve Officer Training Corps	Colr. Jon Pablico P.N. GCS	Aurelita Laguador	185
Student Affairs Office	Ms. Fritzie Ian P. De Vera	Ms. Cecille Renee Moreno	730
Student Publication Office	Mr. Randy Torrecampo	Manuela Soriano-Agdeppa	738
VCLMAR Office	Bro. Michael Broughton FSC	Jay Natividad	120
Other Key Offices			
Accounting Office	Ma. Inores Palmes		196
AVP- Facilities Management and Services	Mr. Ronaldo Gallardo	Babes Rummage	110
AVP- Campus Services	Mr. Josemari Calleja	Wenifreda Salvan	146
Buildings and Grounds Maintenance Office	Ms. Belen D. Aliazas	Aina Mae Deñiga	141
Council of Student Organizations Office	CSO - Chairperson		744
Information Technology Services Office	Mr. James C. Sy	Rosalia Nicolas	310
Security and Safety Office	Mr. Dionisio D. Escarez	Patricia Quitano	157
University Student Government Office	USG President		
DLSU-STC	**Trunkline: (049) 554-8900**		
Lasallian Mission Office	Ms. Margarita Perdido	Vivian Corilla	104
Lasallian Pastoral Office		Vivian Corilla	104
Office of Counseling and Career Ser	Ms. Jaymee K. Pantaleon	Marileth Recaido	139
Office of Sports Development	Ms. Jaymee K. Pantaleon	Ryan Silvestre	141
Student Affairs Office	Ms. Jaymee K. Pantaleon	Marileth Recaido	134
Student Welfare and Discipline Offic	Ms. Jaymee K. Pantaleon	Cecil Ubalde	114
Other Key Offices			
Audio Visual Resources Office	Mr. Justin Garcia	Jes Gueruela	129
Campus Development Office	Mr. Mariano Moraga	Myles Hilario	127
Campus Services	Mr. Albert Llorador	April Torres	110
Council of Student Organizations Of	CSO Chairperson		134
Information Technology Services Of	Mr. Ken Ongsansoy	Chris Alegre	130
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GUIDELINES ON THE RESERVATION AND USE OF ROOMS AND FACILITIES

De La Salle University maintains theaters, function rooms, classrooms, and various other types of facilities that may serve as venues for events and activities of members of the University community.

The following are guidelines when availing of the use of these rooms and facilities.

Reservation concerns not covered by these guidelines should be directed to the Office of the Associate Vice Chancellor for Campus Development (Email: avccd@dlsu.edu.ph; Room: L160 mezzanine; Telephone Extension Number: 110)

1. **General Guidelines**

    The following are general guidelines covering the reservation and use of rooms and facilities:

    1.1   The use of the function rooms and other facilities is by reservation only.

    1.2   The use of the rooms and facilities generally entails payment of a corresponding rental fee to cover expenses for maintenance, upkeep, utilities and depreciation. Refer to the **Guidelines on Venue Rental Fees** for policies and guidelines regarding venue rental, and **Room and Facility Rates** for a listing of University facilities, capacities, and corresponding rental fees.

    1.3   Generally, the reservation of rooms and facilities is to be done on-line through the Resource Reservation System (RRS) of the My.LaSalle (MLS) facility. Queries and/or follow-up transactions for the same reservation may be done through Systems Services via telephone extension number 624.

            Rooms and facilities not included in the RRS may only be reserved through a written letter of request addressed to the Associate Vice Chancellor for Campus Development.

    1.4   The rooms and facilities are to be used for University-related activities only. The venue 'user' is an academic department, office, or student organization, represented by a person or persons officially recognized to make the reservation through the MLS system.

    1.5   The University strictly complies with the Fire Code requirement of providing safety measures in its use of facilities by disallowing over-crowding in all function rooms. These rooms may therefore only be filled to their regular seating capacities.

    1.6   The academic community is encouraged to utilize efficiently the limited University facilities. Deadlines for reservation and cancellation are to be complied with to enable others to also avail of the facilities. A venue must be used close to its capacity. A venue is considered underutilized when less than half of its capacity is used.

    1.7   Users have the obligation to ensure that the venue is clean and damage-free after their activity and make certain that the room is locked after use. The payment of rental fees does not include willful nor accidental damage to equipment or any part of the facilities, nor does it include major clean up by University maintenance personnel. The user shall be accountable for any damage to the facilities or the loss of equipment in the room if it is established that such damages or losses occurred during the period the room was reserved. Also, upon inspection of the venue after any event, any loss or damage incurred will be to the account of the last user. All users are enjoined to report any loss or damage discovered within the venue premises prior to or after the event/activity.

1.8   Other institutions like member schools of De La Salle Philippines, De La Salle Brothers, organizations of which the University is an official member, professional organizations of which a significant number of DLSU faculty members are listed, churches, and selected government agencies may use the University facilities only after an expressed approval is granted by the Vice Chancellor for Administration. A written request should be made by the head of the particular institution for this purpose.

Events and activities of groups external to DLSU may only be held on campus if there is a DLSU student organization, department, or office that will co-sponsor the activity. The DLSU sponsoring group will be held responsible for all logistical requirements of the event or activity, i.e. reservation, security, set-up, ushering, registration, coordination with other DLSU offices, etc.

2. Making Reservations

Reservations are to be done on-line through the RRS.

2.1   Venues for activities taking place within a trimester may be reserved through the RRS, at the earliest, at start of the trimester. Reservation for activities that will take place on the first week of a trimester may be done through the RRS three work days before the trimester begins.

2.2   At least two (2) work days for processing will be needed for each reservation. Reservations submitted after 5 pm will be considered as submitted on the succeeding day.

2.3   The Approved Reservation Ticket that is issued by the RRS must be printed and brought to the activity venue to be presented upon demand as proof of reservation approval.

2.4   For student organizations, a maximum of ten (10) active reservations may be allowed per organization at any time.

2.5   Late reservations, i.e. those that fall short of the required processing time of two (2) work days, may only be processed if approved in writing by the Dean of Student Affairs, Associate Vice Chancellor for Campus Development, or Vice Chancellor for Administration. Users making late reservations must submit a letter of request to any of the three approving officers. The approved request for processing must be presented by the user to the Systems Services Office, 2^{nd} Floor, Library Building, so that the late reservation may be processed.

3. Cancellation, Penalty, and Underutilization

Reservations for venues that will no longer be used should be cancelled as soon as possible to enable others to make use of the facility.

3.1   No cancellation penalty will be imposed for the following:

3.1.1   A reservation that is cancelled prior to approval

3.1.2   An approved reservation that is cancelled, at the latest, four (4) work days before the activity.

3.2   A penalty may be imposed for the following:

3.2.1   Cancellation of an approved reservation less than four (4) days before the activity

3.2.2   Non-use of an approved reserved venue.

3.3   If a user has already accumulated three (3) counts of penalty for cancellation during a term, said user may be prohibited from reserving a venue for the rest of the term. Any and all unserved reservations of the user for the term will automatically be cancelled.

3.4   Underutilization of an approved reserved venue will be reported and will be considered for future requests for venue rental fee discounts.

5.   Exhibits

Exhibits are allowed in the following areas, subject also to the guidelines on reservation:

5.1   Central Plaza

5.2   Gokongwei Hall lobby

5.3   Library Building 1st floor exhibit area (with permission from the Library Director)

5.4   St. Miguel Hall 4th floor stairway landing

5.5   St. Joseph Hall 1st floor front lobby

5.6   Velasco Hall lobby

5.7   Yuchengco Hall 1st floor

6.   Special Policies on Specific Venues

6.1   The following rooms and facilities not included in the RRS may only be reserved through a written letter of request addressed to the Associate Vice Chancellor for Campus Development:

6.1.1   A1402 Micro Teaching Laboratory

6.1.2   A1805 Micro Teaching Laboratory

6.1.3   Br. Richard Duerr Board Room

6.1.4   Br. Richard Duerr Board Room Receiving Area

6.1.5   Chapel of the Most Blessed Sacrament

6.1.6   E201 Multipurpose Room

6.1.7   E202 Multipurpose Room

6.1.8   LS112 Conference Room

6.1.9   Marilen Gaerlan Conservatory (North and South Wings)

6.1.10   Medrano Hall

6.1.11   Pearl of Great Price Chapel

6.1.12   Retreat House

6.2   The use of a sound system for events held in open areas (e.g. Central Plaza, Amphitheater, Yuchengco Hall 1st Floor, etc.) is generally allowed only during the student activity period (Fridays from 1540 to 1800 hours). To be allowed to hold events requiring the use of a sound system during class hours in these areas, the explicit approval of all the Deans of the colleges holding classes around the area is required. The Office of the Associate Vice Chancellor for Campus Development reserves the right to limit the volume of the sound system used in events held in open areas, as needed.

6.2   For large venues, there is a need to specify not only the venue usage schedule but also the duration/time for set-up, entry of participants, start of activity, and egress or dismantling of set-up.

6.4   Only one rehearsal may be conducted at the Fajardo-Gonzalez Auditorium, Teresa G. Yuchengco Auditorium, and William Shaw Little Theater for each event to be held there.

6.5   The air-conditioners at the Fajardo-Gonzalez Auditorium, Teresa G. Yuchengco Auditorium, and William Shaw Little Theater will only be turned on thirty (30) minutes prior to the start of the activity held therein.

6.6   Eating and/or drinking in function rooms is strictly prohibited, with the exception of the following:

6.6.1   Br. Gabriel Connon Conference Room

6.6.2   Br. Richard Duerr Board Room

6.6.3   E 201 Multi-Purpose Room

6.6.4   E 202 Multi-Purpose Room

6.6.5   L 112 Conference Room

6.6.6   La Salle Conference Rooms A, B, C, D

6.6.7   Retreat House Dining Area

6.6.8   Y 302 Multi-Purpose Room

6.6.9   Y 305 Conference Room

6.6.10   Marilen Gaerlan Conservatory North and South Wings (when used for special events)

6.6.11   Henry Sy Sr. Hall Conference Rooms

GUIDELINES ON VENUE RENTAL FEES

De La Salle University maintains theaters, function rooms, classrooms, and various other types of facilities that may serve as venues for events and activities of members of the University community. Use of the facilities is by reservation only and will be charged a corresponding rental fee to cover expenses for maintenance, upkeep, utilities and depreciation. Refer to the **Guidelines on the Reservation and Use of Rooms and Facilities** for the policies regarding rooms and facilities reservation, and **Room and Facility Rates** for a listing of University facilities and corresponding rental fees.

Venue rental charges vary depending on the type of venue and the category of the event. Discounts for rental charges may be availed of depending on the type of event. An estimated venue rental fee (already discounted if applicable) will be identified upon reservation of the venue. After the event, the user is billed with the venue rental charge based on actual usage.

1.   TYPE OF VENUE

      1.1   Large Venue - venue with seating capacity of 200 or more

      1.2   Medium Venue - venue with seating capacity of less than 200 but more than 60

      1.3   Small Venue - venue with seating capacity of 60 or less

2.   EVENT CATEGORY

      2.1   CATEGORY 1

      The event/activity is a legitimate or regular event/activity of the DLSU academic community and majority of the participants are from DLSU.

Type of Funding of Event/Activity	Rental Fee		
	Large Venue capacity = 200 or more	**Medium Venue** 60 < capacity < 200	**Small Venue** capacity = 60 or less
No sponsor, no ticket sale no conference fee	**30%** of published hourly rental rate	**20%** of published hourly rental rate	**0%** of published hourly rental rate
Event/activity has sponsor(s) but has no ticket sale nor fee	**50%** of published hourly rental rate	**40%** of published hourly rental rate	**20%** of published hourly rental rate
Event/activity has ticket sale or fee but has no sponsor	**50%** of published hourly rental rate	**40%** of published hourly rental rate	**20%** of published hourly rental rate
Event/activity has both ticket sale or fee and sponsor(s)	**80%** of published hourly rental rate	**50%** of published hourly rental rate	**30%** of published hourly rental rate

      2.2   CATEGORY 2

      The event/activity is a legitimate or regular event/activity of the DLSU academic community, but half or majority of the participants are from outside DLSU. (A higher fee is to be charged because outside participants do not contribute funds to the operation of DLSU.)

Type of Funding of Event / Activity	Rental Fee		
	Large Venue capacity = 200 or more	Medium Venue 60 < capacity < 200	Small Venue capacity = 60 or less
No sponsor, no ticket sale no conference fee	**50%** of published hourly rental rate	**50%** of published hourly rental rate	**50%** of published hourly rental rate
Event/activity has sponsor(s) but has no ticket sale nor fee	**80%** of published hourly rental rate	**80%** of published hourly rental rate	**80%** of published hourly rental rate
Event/activity has ticket sale or fee but has no sponsor	**80%** of published hourly rental rate	**80%** of published hourly rental rate	**80%** of published hourly rental rate
Event/activity has both ticket sale or fee and sponsor(s)	**100%** of published hourly rental rate	**100%** of published hourly rental rate	**100%** of published hourly rental rate

3.   DISCOUNTS

Additional discounts on rental charges may be requested *after the event/activity* if the revenue from the event/activity minus expenses is minimal or break even. The request must be supported by an official statement of revenue of the event/activity. Additional discounts on rental fees may be requested in writing from the Vice Chancellor for Administration. Approval will be based on the individual merits of each case.

4.   PROCEDURES FOR AVAILING OF DISCOUNTS

4.1   The venue user makes a reservation for the desired venue following the **Guidelines on the Reservation and Use of Rooms and Facilities**.

4.2   The user secures an Approved Reservation Ticket on which an estimated venue rental fee is stated. The estimated venue rental fee already includes applicable discounts.

4.3   After the event/activity, the user is billed through a statement of account based on *actual usage* of venue. The user pays for the charges through a Payment Requisition Slip (PRS) or directly at the Accounting Office.

4.4   If the revenue from the event/activity minus expenses is minimal or break even, a discount or further discount on venue rental fees may be requested in writing from the Vice Chancellor for Administration. The request should be supported by an official statement of revenue of the event/activity, together with a photocopy of the venue rental fee statement of account.

5.   NOTES

5.1   The rental of small venues is free of charge when used without any sponsor and conference fee if used exclusively by DLSU students and/or personnel.

5.2   The rental of medium venues is free of charge when used without any sponsor and conference fee if used exclusively by DLSU students and/or personnel for not more than two hours. Per hour (or fraction thereof) charging will begin after the second hour of venue usage.

5.3   For institutional activities (e.g. baccalaureate mass, LPEP, college convocations, college recognition ceremonies), fees continue to be waived.

5.4   A waiver of rental fees may only be given for extremely meritorious cases. Requests for waiver of rental fees should be submitted in writing to the Vice Chancellor for Administration *after the event*, supported by an official statement of revenue of the event/activity, together with a photocopy of the venue rental fee statement of account.

5.5   The academic community is encouraged to utilize efficiently all University facilities. A venue is considered underutilized when less than half of its capacity is used. Underutilization of an approved venue will be reported and will be considered for future requests for venue rental fee discounts.

5.6   Users have the obligation to ensure that the venue is clean and damage-free after their activity and make certain that the room is locked after use. The payment of rental fees does not include willful nor accidental damage to equipment or any part of the facilities, nor does it include major clean up by University maintenance personnel. The user shall be accountable for any damage to the facilities or the loss of equipment in the room if it is established that such damages or losses occurred during the period the room was reserved. Also, upon inspection of the venue after any event, any loss or damage incurred will be to the account of the last user. All users are enjoined to report any loss or damage discovered within the venue premises prior to or after the event/activity.

Updated Term 3, SY 2008-2009

Appendix AA

Media Activity Form (to be filled out in 2 copies)
Office for Strategic Communications

Processing period is FIVE (5) WORKING DAYS before the activity for solicited requests and TWO (2) WORKING DAYS before the activity for requests coming.

<u>STRATCOM reserves the right to turn down requests for non-compliance of university policy.</u>
*Please limit contact persons to two (2). STRATCOM will coordinate only with the person(s) listed on the form.

Requesting Party:_____ Contact Person:_____
Date of Request:_____ Contact Number:_____
Date of Activity:_____ Email Address: _____

Project Description	
o OFF CAMPUS	o ON CAMPUS
o TV Guesting/Interview o TV Feature o Radio Guesting o Print Feature/Interview o Others _____	o TV Feature o TV Coverage of an Event o Radio Coverage of an Event o Public Affairs/Variety Show Taping o Concerts Covered by TV or Radio o Press Conference o Others _____

FOR ON CAMPUS REQUESTS ONLY
Media Organization:
Contact Person(s)
Office Numbers:
Mobile Numbers:

Equipment material to be brought in	
Power requirements	
Ingress and egress time	In Out
Names of people/designations/offices	
Multiple footages	Yes _____No _____
Multiple locations	Yes _____No _____If yes, specify # of locations _____
Spot interviews	Yes _____No _____
Show concept briefing	
Time/date for site Inspection	
Faculty participation	
Student participation	
Other details (sponsors, etc.)	

Noted by: Approved by:

Public Relations Coordinator   Director for Operations

| FOOD ENTRY REQUEST | | **DE LA SALLE UNIVERSITY**
Office of the AVC for CAMPUS DEVELOPMENT |

Date: _____

To   :   THE SECURITY & SAFETY OFFICE

Please allow _____ of _____
(Name)   (College/Department)

to bring in the following food on _____ to _____.
(Date / Time)   (Venue)

PURPOSE: _____

_____

ITEM DESCRIPTION	QUANTITY
1)	
2)	
3)	
4)	
5)	

CANTEEN CLEARANCE	
4) **ANIMO FOOD HAUS**	5) **ZAIDE FOOD CORP.**
6) **LA CASITA**	

Requested by: **Approved by:**

_____   _____
(Printed Name and Signature)   Associate Vice Chancellor for Campus Development

Appendix CC

CONTEST MECHANICS

1. ACTIVITY DETAILS

Title of Activity					
Nature				ENP	
Date		Time		Venue	
Project Head/s					
Name				Contact Number	

2. GENERAL GUIDELINES

Who are entitled to join?
How can they join?
Include other important details

3. MECHANICS
State the rules for the contest
1.
2.
3.

4. CRITERIA FOR JUDGING

5. LIST OF JUDGES

Name	Affiliation

6. LIST OF QUESTIONS (for Academic Contests)

ENDORSEMENT BY DEPARTMENT CHAIR

Signature above Printed Name	**Department**	**Date Signed**

Center for
Social Concern and Action

Student Engagement/Outreach Form

The following are general processes for student outreach engagements. [COSCA & SLIFE In-charge will check the processes already done].

STEPS	DATE/SIGNATURE OF STUDENT	DATE/SIGNATURE OF COSCA OR SLIFE PERSONNEL
⊙ Step 1. Initial Discussion with COSCA		
⊙ Step 2. Partnership with COSCA (or CSO/PO/NGO Matching)		
⊙ Step 3. Discussion with partner NGO/Community		
⊙ Step 4. Pre-Outreach Orientation with Partner NGO/Community		
⊙ Step 5. Finalization & Approval of COSCA-Student Engagement Form		
⊙ Step 6. Actual Outreach Implementation		
⊙ Step 7. Evaluation with NGO/Community (Immediately after activity with Community/NGO organizers)		
⊙ Step 8. Student Orgs Evaluation		
⊙ Step 9. Consolidation of Evaluation/Documentation Reports		
⊙ Step 10. Submission of Reports to COSCA		
⊙ Step 11. Issuance of Certificate of Completion by COSCA		

"Engagement [TAYA- KILOS] proceeds after Exposure-Orientation-Immersion to identified NGO/Community [MASID-DANAS] & Analysis-Reflection of realities in chosen action-intervention- engagement [SURI-NILAY]". Lasallian Reflection Framework

Please check type of Proposed Community Engagement Activity:

☐ Environment-related Initiative/Intervention

☐ Education for Children/Youth

☐ Alternative Learning for Adults (ALS)

☐ Health/Wellness-related Initiative/Intervention

☐ Social Enterprise and/or Livelihood-related Initiative/Intervention

☐ Disaster Response-related Initiative/Intervention

☐ Resource Mobilization (Fund-Raising/Build-up of Materials)

☐ Issue Advocacy-related Initiative/Intervention

☐ Others

Please fill-in all required fields (*):

* Sponsoring CSO/USG Organization/s:
_____

* Title of Proposed Activity/Engagement:
_____

* Proposed Date of Engagement: _____
* Name of Community Partner/NGO/LGU/Institution:
_____

* Address of Partner Community:
_____

* Address of ACTUAL PLACE of Engagement:
_____

* Number of **Individual** Beneficiaries:
_____

Name of Faculty Adviser (If any):
_____

* Contact Details of Faculty Adviser (If any, please provide email or mobile number):

PLEASE INDICATE THE GOAL AND OBJECTIVES OF YOUR PROPOSED OUTREACH ACTIVITY

[Objectives are *STRATEGIES OR OUPUTS* in order to arrive at Goal/s] What are strategies to achieve goals?

OBJECTIVES:

1.

2.

3.

[The Goal is based on a desired outcome at the end of the Engagement] What do you want to achieve at the end of the project?

GOAL/S:

_____
_____
_____
_____
_____
_____

Checked by: (For CSO Adviser or USG College President)	Form Accomplished & Submitted by:	[For COSCA only]
Name: ID Number (if Applicable): Cell Number: Email Address: Date Checked:	Name: ID Number: Cell Number: Email Address: Date Filed at COSCA:	Received by: Date: Approved by: Date:

[PLEASE REFER TO BACK PAGE FOR OTHER DETAILS] 1

ENHANCED COSCA POLICIES/GUIDELINES FOR STUDENT OUTREACH
EFFECTIVITY: AY 2015-2016

GENERAL POLICIES

⊙ **The following are general policies of COSCA in relation to student outreach, as follows:**

a) The program is open to any bonafide student of the current SY of DLSU but **exclusive to S-LIFE registered student orgs only.**

b) Every outreach proposal goes through a discussion-screening-approval process by COSCA Coordinators. Formal Coordination-Discussion with identified partner NGO/Community is pre-requisite prior to approval of proposal.

c) Approval of Proposals does not only refer to actual deployment but also implies that the student organization concerned undergoes orientation seminar by COSCA and NGO/Community before actual deployment.

d) All volunteer engagements are formalized through a MOA other than the approved COSCA Student Engagement/Outreach Proposal Form.

e) Non-Compliance to agreed terms in the MOA will mean student org can be recommended to issue formal Letter of Apology to NGO/Community and an Incident report will be furnished to DSA Dean for further action.

f) Outreach activities go through the processes of monitoring and evaluation. Performance evaluation may be used as basis for renewal of partnership engagement.

g) Student Leaders involved in the Outreach go through a processing of their experience/s.

h) Student Orgs are also expected to submit agreed documentation reports at a given schedule by COSCA.

i) Student Orgs who have completed the whole process will receive Certificate of Completion to be issued by COSCA.

j) Existing policies stipulated in the Student Hand Book apply to all student activities, in –campus or off-campus.

IMPLEMENTING RULES AND GUIDELINES

1. Proposals for outreach activities must be submitted to the COSCA & subject to evaluation, recommendations, & approval by the unit/s concerned.

2. Outreach organizers must plan and conduct outreach activities being mindful and respectful of the conditions and circumstances in the venue, such as location, resources and space available, schedules and curfews.

3. Although counter-parting from partner organizations is encouraged, outreach organizers must be mindful not to burden them with contributions in terms of finances or commodities allotted for their programs and clients. However, partner organizations may become beneficiaries of proceeds to be earned/gathered by student orgs organizing the outreach.

4. It is the responsibility of the outreach organizers to coordinate with other offices and units within the College for all concerns related to the implementation/conduct of any outreach activity.

5. This includes reservations of venues, vehicles, equipment, and requests for manpower, technical assistance, security detail, availability of medical assistance and medicines, and the like.

6. Outreach organizers must ensure that all necessary permits & excuses such as for permission and for excused absence secured and approved prior to the implementation/conduct of any outreach activity.

7. Outreach activity proposals must be submitted to COSCA for evaluation **at least <u>three</u> (3) <u>weeks</u>** before the target date of implementation to give room for revisions and to allow the partner organizations to prepare for the accommodation.

8. COSCA may endorse the proposed outreach to any of its partners (Non-government Organizations, Government Agencies, and other institutions) and COSCA reserves the right to identify the partner where the proposed outreach may be held depending on the nature and content of the proposal.

9. In cases wherein the organizers opted to coordinate with other organizations that are not official partners of COSCA, the Student Org is strongly recommended to submit Organizational Profile Report, Brochures and/or any Document discussing the identity of the said partner organization for Evaluation purposes.

10. Outreach activities not evaluated and approved by COSCA shall neither be endorsed nor sanctioned.

11. The organizers must ensure that the activities of the outreach program will not endanger the participants. Participating students who have delicate medical condition **are required to present a medical clearance** if the activity is strenuous in nature.

12. Participants (including the organizers) are prohibited from taking intoxicating drinks and/or prohibited substances before, during, and after the outreach activity. (Student Handbook Regulations apply)

13. A Pre-trip orientation **must be conducted** for all participants to inform them of all matters related to the outreach activity, including the guidelines and safety precautions for off-campus activities.

14. Participants are expected to follow the itinerary of the activity and comply with the ground rules set by the organizing party.

15. COSCA personnel are not obliged under any circumstance to accompany outreach activities unless absolutely necessary or it is personal disposition of the COSCA personnel to join the activity.

16. Student Org Faculty Advisers are expected to be in close-coordination/supervision in the pre, actual and post Outreach Activity Implementation. **The presence of Faculty Advisers in the actual outreach activity is strongly recommended especially as Animators and Formators.**

17. GRIEVANCE Mechanisms in relation to Outreach Engagements are in place for individual students, student orgs, partner organizations and internal coordinating departments/units in the university. **An Incident Report and a Cancellation of Outreach Engagement Form will be issued to student orgs for the non-compliance of agreed arrangements or sudden cancellation of outreach events.**

18. Organizers must submit to COSCA a post-activity documentation consisting of a brief group report, program, pictures, videos (if applicable) and attendance.

19. Student Organizations and student groups/classes doing outreach activities must abide by the General Guidelines & Safety Precautions for the conduct of off-campus activities stipulated in the (Letter of Permission) and (Excused Absence) available at the **Student Life (S-LIFE).**

20. **COSCA-SLIFE units** are not directly responsible for any eventuality arising from **non-conformity** to the said guidelines and precautions after due diligence mechanisms have been properly implemented by the units concerned. **Outreach participants must conduct themselves in a manner befitting of Lasallians.**

REMINDERS:

1. **Please read Enhanced COSCA Polices on the Student Engagement/Outreach. Please refer to this page.**

2. **Please Fill in and submit SE/O Form to COSCA 3 weeks before ACTUAL activity for outreach.**

3. **A Memorandum of Agreement (MOA) may be required between sponsoring CSO/USG and partner COMMUNITIES, NGOs, LGUs, etc..**

4. **COSCA provides the following:**
   a. Consultation or Discussion of Initial Plans/Matching of possible Partner **COMMUNITIES, NGOs, LGUs, etc..** based on the nature of initial plans.
   b. Guide Questions for Evaluation with Partner-Beneficiary orgs and/or Student Organization
   c. List of Expected Participants Form & Attendance Form
   d. Evaluation Forms for Partner-Beneficiary, Advisers and Student Orgs
   e. Incident Report and Cancellation of Request Forms
   f. Certificate of Completion (after all steps have been followed).

5. **COSCA will request copies of the following:**
   a. Concept Papers with Program Flow
   b. List of Tentative Student Participants & Attendance Forms
   c. Picture or Video Documentation of Activity. These documents maybe uploaded at COSCA Community Engagement FB Page.

Appendix FF

ENHANCED COSCA POLICIES/GUIDELINES FOR STUDENT OUTREACH
EFFECTIVITY: AY 2015-2016
GENERAL POLICIES

⭕ **The following are general policies of COSCA in relation to student outreach, as follows:**

a) The program is open to any bonafide student of the current SY of DLSU but **exclusive to S-LIFE registered student orgs only.**

b) Every outreach proposal goes through a discussion-screening-approval process by COSCA Coordinators. Formal Coordination-Discussion with identified partner NGO/Community is pre-requisite prior to approval of proposal.

c) Approval of Proposals does not only refer to actual deployment but also implies that the student organization concerned undergoes orientation seminar by COSCA and NGO/Community before actual deployment.

d) All volunteer engagements are formalized through a MOA other than the approved COSCA Student Engagement/Outreach Proposal Form.

e) Non-Compliance to agreed terms in the MOA will mean student org can be recommended to issue formal Letter of Apology to NGO/Community and an Incident report will be furnished to DSA Dean for further action.

f) Outreach activities go through the processes of monitoring and evaluation. Performance evaluation may be used as basis for renewal of partnership engagement.

g) Student Leaders involved in the Outreach go through a processing of their experience/s.

h) Student Orgs are also expected to submit agreed documentation reports at a given schedule by COSCA.

i) Student Orgs who have completed the whole process will receive Certificate of Completion to be issued by COSCA.

j) Existing policies stipulated in the Student Hand Book apply to all student activities, in –campus or off-campus.

Appendix GG

ENHANCED COSCA POLICIES/GUIDELINES FOR STUDENT OUTREACH
EFFECTIVITY: AY 2015-2016

IMPLEMENTING RULES AND GUIDELINES

1. Proposals for outreach activities must be submitted to the COSCA & subject to evaluation, recommendations, & approval by the unit/s concerned.
2. Outreach organizers must plan and conduct outreach activities being mindful and respectful of the conditions and circumstances in the venue, such as location, resources and space available, schedules and curfews.
3. Although counter-parting from partner organizations is encouraged, outreach organizers must be mindful not to burden them with contributions in terms of finances or commodities allotted for their programs and clients. However, partner organizations may become beneficiaries of proceeds to be earned/gathered by student orgs organizing the outreach.
4. It is the responsibility of the outreach organizers to coordinate with other offices and units within the College for all concerns related to the implementation/conduct of any outreach activity.
5. This includes reservations of venues, vehicles, equipment, and requests for manpower, technical assistance, security detail, availability of medical assistance and medicines, and the like.
6. Outreach organizers must ensure that all necessary permits & excuses such as for permission and for excused absence secured and approved prior to the implementation/conduct of any outreach activity.
7. Outreach activity proposals must be submitted to COSCA for evaluation **at least <u>three</u> (3) <u>weeks</u>** before the target date of implementation to give room for revisions and to allow the partner organizations to prepare for the accommodation.
8. COSCA may endorse the proposed outreach to any of its partners (Non-government Organizations, Government Agencies, and other institutions) and COSCA reserves the right to identify the partner where the proposed outreach may be held depending on the nature and content of the proposal.
9. In cases wherein the organizers opted to coordinate with other organizations that are not official partners of COSCA, the Student Org is strongly recommended to submit Organizational Profile Report, Brochures and/or any Document discussing the identity of the said partner organization for Evaluation purposes.
10. Outreach activities not evaluated and approved by COSCA shall neither be endorsed nor sanctioned.
11. The organizers must ensure that the activities of the outreach program will not endanger the participants. Participating students who have delicate medical condition **are required to present a medical clearance** if the activity is strenuous in nature.
12. Participants (including the organizers) are prohibited from taking intoxicating drinks and/or prohibited substances before, during, and after the outreach activity. (Student Handbook Regulations apply)
13. A Pre-trip orientation **must be conducted** for all participants to inform them of all matters related to the outreach activity, including the guidelines and safety precautions for off-campus activities.
14. Participants are expected to follow the itinerary of the activity and comply with the ground rules set by the organizing party.
15. COSCA personnel are not obliged under any circumstance to accompany outreach activities unless absolutely necessary or it is personal disposition of the COSCA personnel to join the activity.
16. Student Org Faculty Advisers are expected to be in close-coordination/supervision in the pre, actual and post Outreach Activity Implementation. **The presence of Faculty Advisers in the actual outreach activity is strongly recommended especially as Animators and Formators.**
17. GRIEVANCE Mechanisms in relation to Outreach Engagements are in place for individual students, student orgs, partner organizations and internal coordinating departments/units in the university. **An Incident Report and a Cancellation of Outreach Engagement Form will be issued to student orgs for the non-compliance of agreed arrangements or sudden cancellation of outreach events.**
18. Organizers must submit to COSCA a post-activity documentation consisting of a brief group report, program, pictures, videos (if applicable) and attendance.
19. Student Organizations and student groups/classes doing outreach activities must abide by the General Guidelines & Safety Precautions for the conduct of off-campus activities stipulated in the (Letter of Permission) and (Excused Absence) available at the **Student Life (S-LIFE).**
20. **COSCA-SLIFE units** are not directly responsible for any eventuality arising from **non-conformity** to the said guidelines and precautions after due diligence mechanisms have been properly implemented by the units concerned. **Outreach participants must conduct themselves in a manner befitting of Lasallians.**

Aspiring Organizations Accreditation Committee
Accreditation Model

AREA	WEIGHT	INDICATORS	RATING
I. Clear Sense of Purpose	25%		
Does the organization have a clear vision and mission?		All officers have a clear understanding of the organization's ideology.	
		The activities reflect the nature of the organization and do not overlap with existing student organizations in campus.	
II. Alignment of Purpose with Activities	15%		
Do activities resonate / reflect the ideology of the organization? (relevance)		60% of the organization activities are focused on its nature and 40% for other activities.	
III. Quality of Activities	15%		
Do the organization activities have impact on its members and the Lasallian Community as a whole?		The organization officers created means to identify the needs / expectations of the members from the organization (e.g. survey, expectation sharing, etc.).	
		The organization used the information gathered through their activities.	
		The activities of the organization have significant impact in the studies / interest of the members.	
IV. Leadership	25%		
A. Personal Leadership			
1. Do organization officers undergo training for leadership?		All officers had sufficient training in organizational management. ▪ Leadership Development ▪ Activity/Project Management ▪ Development of skills specific to position	
		Organization officers meet / consult either formally or informally the faculty adviser, and the Student LIFE Director / Coordinator.	
B. Organizational Leadership			

1. Are the officers capable of sustaining the existence of the organization?		Officers are able to identify mechanism for recognizing members' contribution to the organization.	
		Organization has evaluation meetings after major activities and after each term with the faculty adviser to identify weak areas and develop corrective measures.	
		The organization has a succession program for potential officers.	
V. Lasallianness	20%		
1. Commitment to the mission-vision and ideals of the University		All activities should be aligned to the mission-vision and ideals of the University.	
2. Lasallian Formation		Each activity manifests the Lasallian spirit of faith, zeal for service and communion in mission.	
3. The organization should promote volunteerism through outreach / community service		At least one community service / outreach activity for each term.	

Evaluator's Comments:

Name of Evaluator: _____   Position: _____

Signature: _____   Date: _____

Appendix II

RE-ACCREDITATION MODEL

Evaluator			
Revision for AY 15-16 and Beyond			
Area Assessed	**Key Indicator (= Passing Mark)**	**Weight**	**Passing Mark**
I. Clear Sense of Purpose		10%	7.50%
A. Initial Phase			
1. Oriented the members on the organization's mission, vision and goals. 2. Leaders' ability to instill appreciation of the organization's history.	75% of the active members understand the purpose of the organization. [R&D] Organization's mission, vision, goals, and history were explained as part of the agenda in at least one general assembly. [AMT]	40%	30.00%
B. Systematic Reinforcement			
1. Set of activities makes it easy for the members to understand the real nature of the organization.	75% of the members can properly identify the objectives of the organization based on the activities they attended.	20%	15.00%
2. Current issues related to the nature of the organization were given a responsive action	At least 1 current issue was given a responsive action per year.	+1%	
3. The organization was able to help the members in their studies (Prof), in enhancing their skills (Spin), in increasing their personal socio-civic awareness and participation (Score)	75% of the members perceive that the organization has helped in their respective field of interest and are satisfied with the services of the organization. [R&D]	40%	30.00%
II. Members'/ Organizational Involvement		15%	11.25%
1. There should be active participation from the members	At least 60% of the members are actively participating in the activities.	30%	22.50%

	75% of the members perceive that the organization has the effort in encouraging them to be active. [R&D]	40%	30.00%
2. Effort to motivate members to become active through publicity and other channels of communication	The organization was able to maximize their publicity media through means that are aligned with the policies of CSO, SLIFE and the University. (i.e. Online Publicity Materials, University-Controlled Publicity Instruments, Organization Spaces, etc.) [VCX, P&M, RnD Online Survey]	30%	22.50%
3. Internal Linkages With other DLSU orgs and offices as a collegiate tie-up	At least one major activity of the external / internal linkage was attended by the organization per semester; At least one activity per semester was initiated by the organization for the internal / external linkages. [VCX and Summary of Activities]	+0.5%	CSO Orgs
		+0.5%	Department / Admin/ College/ USG
4. External Linkages Participation in Activities Activities Initiated		+2%	Regional
		+3%	National
		+5%	International
III. Alignment of Purpose with Activities		**10%**	**7.50%**
1. Do activities resonate/ reflect the nature of the organization? (Relevance)	60% of the organization activities are focused on its nature and 40% for other activities. [APS, DOCU, Summary of Activities] *High marks will be given if the percentage of activities focused on its nature is within the range 57% to 63%.	100%	75.00%
IV. Quality of Activities		**15%**	**11.25%**

1. Do the organization activities have impact on its members?	75% of the members can: [R&D] a. attest that the organization officers created means to identify their needs/expectations from the organization (e.g. survey, expectation sharing, etc.)	15%	11.25%
	b. specify that the organization used the information gathered through (a) through their activities.	10%	7.50%
	c. affirm that the organization informed them of the activities of the organization through a communication mechanism. [RnD and PnM]	15%	11.25%
	d. recall the activities that had significant impact in their studies/interest.	15%	11.25%
	The average of the results of the activity evaluation is at least 75%. [AMT]	25%	18.75%
2. Members perceive that they get what they paid for in their membership fee.	75% of the members perceive that they are getting their money's worth through membership fee. [R&D]	10%	7.50%
3. Were the projected dates in GOSM observed? (Timing)	85% of the planned activities are implemented on time. [GOSM, Summary of Activities]	10%	7.50%
V. Financial Management		10%	7.50%
A. Monitoring			

1. Anticipation of organizational expenses was made by giving sufficient time in financial processing.	85% of the financial documents processed are submitted with sufficient lead times [Budget Team]	10%	7.50%
2. Financial documents filed are always complete and approved.	85% of the financial documents processed are complete and approved [Budget Team]	5%	3.75%
3. There is reconciliation of accounts and balances with the Budget Team done every term.	Organization financial report for the semester and budget team's report are reconciled. [Budget Team and Exec. Treas.]	10%	7.50%
4. Planned versus actual budget for each activity is reported and discussed in evaluation meetings.	Part of the evaluation meeting for major activities is to discuss planned vs. actual expenditures.	5%	3.75%
	Variances in the planned vs. actual budget are minimized. [Exec. Treas., VS]	10%	7.50%
5. Corrective actions are taken to ensure that budget is managed.	Upcoming activities should show improvement in management of funds through decreasing progressive variances. [Exec. Treas., VS]	10%	7.50%
B. Generation			
1. Target solicitations were met.	Planned vs. actual earnings from solicitation were reached. [Exec. Treas.]	5%	3.75%
2. Fundraising activities are profitable.	Organization should be able to meet its target income for the fundraising activity. [Exec. Treas.]	15%	11.25%
C. Allocation			
1. Budget was managed.	85% of the budget planned for each activity was met. [GOSM]	10%	7.50%

2. Funds were allocated based on the primary nature of the organization.	40% allocated for nature-related activities 20% allocated for organization development-related activities 40% allocated for other activities [Exec. Treas.]	10%	7.50%
3. By the end of the academic year, turnover for the next academic year should be of equal or greater amount as the starting fund balance.	At least 70% of the starting fund balance should be maintained as the actual turnover at the end of the year. [Exec Treas.]	10%	7.50%
VI. Efficiency in Processes		**10%**	**7.50%**
A. Punctuality			
1. Sufficient time is given for the approval of activities and permits.	85% of activity proposals and permits are submitted with sufficient lead times. [APS, Exec. Sec., S-LIFE]	25%	18.75%
2. Documents were filed according to schedule.	85% of the activities for filing were submitted on time. [Docu, Sec., S-LIFE]	25%	18.75%
B. Completeness			
1. Forms for activity approval are always complete.	85% of the activity proposals submitted are complete. [APS, Exec. Sec., S-LIFE]	25%	18.75%
2. Documents for filing are complete.	85% of the required documents are complete. [Docu, Exec. Sec., S-LIFE]	25%	18.75%
VII. Leadership		**15%**	**11.25%**
A. Personal Leadership		5%	3.75%
1. Do organization officers undergo training for leadership?	All officers had sufficient training in organizational management. (Leadership Development, Activity/Project Management, Development of skills specific to position)	20%	15.00%
2. Is the leadership gained from training activities applied to organization management?	Officers translated their learning based on the nature of the organization.	10%	7.50%

3. Officers who underwent special training echoed their learning to fellow officers.	Officers who were chosen to national/district-based training echoed to their fellow officers their learning.	+1%	
4. Was there a direction setting venue at the start of the year? Was it implemented?	There should be a planning session at the beginning of the year to set the organization's direction [GOSM; 1st Accred]	10%	7.50%
	85% of the activities planned were pushed through. [GOSM, COA, Summary of Activities]	20%	15.00%
	The organization implemented at most 10 activities not in GOSM.	20%	15.00%
5. Do officers regularly consult their EB-in-charge, faculty adviser and the Student LIFE Director/Coordinator?	Organization officers meet/consult either formally or informally the EB-in-charge, faculty adviser, and the Student LIFE Director / Coordinator	20%	15.00%
B. Organizational Leadership		10%	7.50%
1. How are members being recognized for their significant contribution to the organization?	Officers are able to identify mechanism for recognizing members' contribution to the organization.	10%	7.50%
	75% of the members are aware that the organization provides recognition for outstanding members. [R&D]	10%	7.50%

2. Evaluation is conducted after each activity/term and corrective actions are identified for reimplementation of activity.	Organization has evaluation meetings after major activities and after each term with the faculty adviser to identify strengths, weak areas, and develop corrective measures.	30%	22.50%
3. Are fellow officers motivated in their respective tasks?	90% of the officers are satisfied and fulfilled with their position in the organization. [Survey]	20%	15.00%
4. There is clear division of tasks, according to job description and organizational chart.	90% of the officers feel that there is no overlap of responsibilities. [Survey]	10%	7.50%
5. What is the organization's succession program and its criteria? Were the current or incoming officers trained from such program?	The organization has a succession program for potential officers. Most of the incoming officers were recruited from the succession program	20%	15.00%
VIII. Lasallianness		15%	11.25%
1. Commitment to the mission-vision, ideals and activities of the University	a. All activities should be aligned to the mission-vision and ideals of the University. b. The organization participates in University-wide activities including CSO activities and council meetings. [Chair, Summary of Activities]	20%	15.00%
2. Lasallian Formation	Each activity manifests the Lasallian spirit of faith, zeal for service and communion in mission (at least 1 Spiritual Growth Activity per year)	40%	30.00%

3. The organization should promote volunteerism through community engagement activities.	At least one sustainable community engagement activity aligned with the department/ college/ university advocacies. [CARe, Summary of Activities]	40%	30.00%
SUBTOTAL		**100%**	**75.00%**
Faculty Adviser		+5%	3.75%
TOTAL			

Office of
Student L.I.F.E.
Leadership Involvement,
Formation & Empowerment

April 25, 2014

Ms. Jan Karen Esguerra
President, Sociedad De Historia

Dear Ms. Esguerra,

Congratulations!

We are pleased to inform you that your organization, **Sociedad De Historia**, passed the Accreditation as a newly recognized organization in the Aspiring Organizations Accreditation Committee (AOAC).

Kindly take note of the ff: conditions:
1) You will be under a three-term probationary status under the Council of Student Organizations (CSO) for Academic Year 2014- 2015.
2) You must get a grade point average of at least 80% in the accreditation (end of the Academic Year 14-15 to qualify for a full accreditation.

For your reference, attached herewith is the result of your grades:

AREA	WEIGHT	FINAL GRADE
I. Clear Sense of Purpose	25%	22.67
II. Alignment of Purpose with Activities	15%	11.00
III. Quality of Activities	15%	11.67
IV. Leadership	25%	20.00
V. Lasallianness	20%	19.00
TOTAL		**84.33**

Thank you very much. For any concerns, please feel free to consult with the AOAC.

ACTIVITIES TO BE EVALUATED

	Academic Contests/Competition (Quiz Bee, Competitions, Inter-school	Seminars (Talk, Workshops, Orientations, Forums,	General Assembly	Socio Civic Activities (Social Engagement, Outreach Activity, Christmas Party)
Nature of Activity:	Academic	N/A	N/A	
Type of Activity:				
Examples:				
Note:		ON-CAMPUS ACTIVITIES ONLY		

Office of Student LIFE
Student Affairs

Approval in Changes in Activity Details

REQUESTING ORGANIZATION		TYPE OF ACTIVITY	
TITLE OF ACTIVITY			
VENUE		DATE & TIME	

Changes

Justification (Reason):

- ☐ Venue _____
- ☐ Date & Time _____
- ☐ Program Design _____
- ☐ Cancellation

Requested by:

Approved by:

_____   _____   _____   _____
                                          Date/ Time   Date/ Time

Approval in Changes in Activity Details – Organization copy
(Attach with the Special Approval Slip)

REQUESTING ORGANIZATION		TYPE OF ACTIVITY	
TITLE OF ACTIVITY			
VENUE		DATE & TIME	

Justification (Reason):

Changes

- ☐ Venue _____
- ☐ Date & Time _____
- ☐ Program Design _____
- ☐ Cancellation

Requested by:

Approved by:

_____   _____   _____   _____
                                          Date/ Time   Date/ Time

Approval in Changes in Activity Details – AMT copy
(Attach with the Special Approval Slip)

ORGANIZATION'S HEADER

MINOR PUBLICATION PROPOSAL

Name of Organization	
Name of Publication	
Projected Date of Release	
Type of Publication	
Frequency	
Estimated Cost	

Concept of Publication

Objectives	1.	
	2.	
	3.	
Proposed Content	1.	
	2.	
	3.	
Target Readers	1.	
	2.	
	3.	

Printing Specifications   **Editorial Board Members**

Number of Pages		
Spread Size		
Type of Paper		
Number of Color		
Number of Copies		

_____   _____

Prepared By   **Noted By**

Office of
Student
LIFE

Student Affairs

REQUESTING ORGANIZATION	
TITLE OF PUBLICATION	

Date Received		Date Released	

Submitted Proposal Checklist (for Probationary):

- o   Proposed Content
- o   Objectives
- o   Frequency (per school year)
- o   Specifications
- o   Editorial Board Members
- o   Target Readers
- o   Budget
- o   Training/s need (if any)
- o   Dummy Print / Layout (for Probationary and Recognized)

Comments *(for CSO Publicity & Marketing Team use only):*

Submitted by

Recommended for SMO Evaluation

Evaluated by

_____   _____   _____   _____

CSO P&M   **SMO Representative**   **Date/ Time**

Approval sheet for Minor Publications – Organization copy
(Attach with the necessary documents)

REQUESTING ORGANIZATION		REQUESTING ORGANIZATION	
TITLE OF PUBLICATION			
Date Received		**Date Received**	

Submitted Proposal Checklist (for Probationary):

- o   Proposed Content
- o   Objectives
- o   Frequency (per school year)
- o   Specifications
- o   Editorial Board Members
- o   Target Readers
- o   Budget

Comments *(for CSO Publicity & Marketing Team use*

Submitted by

Recommended for SMO Evaluation

Evaluated by

_____   _____   _____   _____

CSO P&M   **SMO Representative**   **Date/ Time**

Approval sheet for Minor Publications- CSO P&M copy

Appendix OO

Org Logo and CSO/ USG logo

CSO- for accredited organizations
DAAM- for USG
SLIFE- for Special groups

All information in the previous part
should also be included here

ORGANIZATION'S HEADER

1 January 2015

Ms. Teresita Sy-Coson
President
SM Foundation
Bldg. B, SM Corporate Offices
Mall of Asia Complex
Pasay City

Dear Ms. Teresita Sy-Coson:

Greetings in St. La Salle!

I am (insert name here) from De La Salle University's Council of Students Organization. The De La Salle University's Council of Students Organization or DLSU-CSO is the umbrella organization of the 39 professional organizations in De La Salle University.

DLSU-CSO is aimed towards student leadership and formation. To accomplish this endeavor, we have set forth various projects which will help our University and students carry out its goals in Lasallian Spirit. We are extending our invitation to your company to be our partner and to be a year- long sponsor. This will be a great opportunity for SM Foundation to present your products and services to the student body. Enclosed is the official copy of the sponsorship agreement along with the beneficial values we offer.

It would be of great honor and pleasure to work with your company and have you as our partner in our 41st year.

Should you have any questions about the sponsorship packages or about the events and activities that CSO will be having please don't hesitate to contact me.

Hoping to hear from you soon. Thank you!

Sincerely,
Danielle Marie Cang
Executive Vice Chairperson for Externals
0917-123-4567
danielle_cang@dlsu.edu.ph

Noted by:

<name>
Director of Office of Student LIFE

<name>
Dean of Student Affairs

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED Memorandum Order
No. __17__
Series of 2012

SUBJECT: **POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND FIELD TRIPS OF COLLEGE AND GRADUATE STUDENTS**

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that "*The State shall exercise reasonable supervision over all higher education institutions*", and pursuant to Commission en Banc Resolution No. __122-2012__ dated June 11, 2012, the following the policies and guidelines and procedures are hereby adopted:

ARTICLE I
STATEMENT OF POLICIES

Section 1. It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education's contribution to boost tourism and generate more employment is recognized towards the attainment of the goals of human development.

Section 2. It is also the policy of the state to continuously promote the law to restrain certain acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

ARTICLE II
COVERAGE

Section 3. These policies and guidelines shall cover the educational tours and/or field trips **in the Philippines** duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students and the faculty duly authorized by the concerned HEI to handle educational tours and/or field trips. Other trips to be conducted after the student has graduated are not covered by these policies and guidelines.

Section 4. For purposes of this CMO, the terms below are defined as follows:

Educational Tour- an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip;

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.

ARTICLE III
OBJECTIVES

Section 5. These set of policies and guidelines aims to rationalize the Conduct of Educational Tours and/or Field Trips among Higher Education Institutions (HEIs) in order to:

5.1. provide access to efficient and interactive learning of students through meaningful educational tours and/or field trips as required in their program requirement embodied in the approved curriculum; and

5.2 ensure that all Higher Education Institutions provide quality educational tours and/or field trips relevant to the acquisition of the necessary knowledge, skills, and values for student welfare and development.

ARTICLE IV
ACADEME-INDUSTRY LINKAGE

Section 6. Educational Tours and Field trips in general are part of the curriculum enhancement, hence, broadens the students' learning opportunities and a feel of the real world, and therefore serves as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to degree program requirement.

ARTICLE V
STUDENTS

Section 7. Higher education students are considered as young adults, thus they shall assess their capability to undertake such educational tours and/or field trips. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given educational tours and/or field trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

Section 8. For students who can not join the educational tours and/or field trips, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration.

Section 9. For students undergoing internship, practicum or on-the-job training program, the same shall be governed by CHED Memorandum Order No. 23 s. 2009 "Guidelines for Student Internship Program in the Philippines (SIPP) for all programs with practicum subject. Educational tours and field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.

ARTICLE VI
DESTINATION

Section 10. As much as practicable, destination of educational tours and/or field trips should be near the concerned HEI in order to minimize cost. Be guided by CMO 11, s. 1997 for the places where they should visit among others, the registered museums, cultural sites and landmarks which should be in line with the objectives of the educational tours and/or field trips.

Section 11. When the educational tours and/or field trips require additional cost on the part of students, prior consultation with concerned students shall be undertaken as much as possible. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of Freshmen before the start of classes, including the details of the educational tours and/or field trips.

Section 12. Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with appropriate clearance from the concerned government and non-government offices shall be secured before the scheduled dates of the educational tours and/or field trips.

ARTICLE VII
ROLES OF THE HIGHER EDUCATION INSTITUTIONS

Section 13. HEI shall implement the appropriate educational tours and/or field trips in accordance with the specific degree program requirement.

Section 14. Briefing and debriefing program shall be undertaken by the concerned HEI before and/or after the educational tours and field trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians if the student is a minor. Also, Risk Assessment Procedures for educational tours and/or field trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit the parent's and/or guardians consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal.

Section 15. As part of the Curriculum/course, a Proto-type Observation Guide during educational tours and/or field trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system.

Section 16. HEIs shall inform the CHEDROs on the nature of the educational tours and/or field trips to include purpose, schedule, destinations, cost and submit a report on the matter to the CHED Regional Offices concerned at least one month before the opening of classes for every academic year. HEI's report should include among others the filled-in undertaking form that the field trip is not

conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of educational tours and/or field trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Services).

Section 17. In the event that tour guides will be utilized, only accredited Tour Operators and Tour Guides from the Department of Tourism shall be engaged by the HEIs. To ensure quality and professional conduct of tours, only travel and tour operators and tour guides accredited by the Department of Tourism should be engaged by the HEIs (a list of DOT-accredited tourism enterprises can be obtained from the DOT Main & Regional Offices).

Section 18. Security of the students should be the foremost responsibility of the higher education institutions concerned. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of educational tours and/or field trips.

Section 19. HEI guidelines for educational tours and/or field trips or on-the-job training shall be written in their students handbook, and copies of the same shall be given to students and displayed in conspicuous places for their students' guidance and reference.

Section 20. It shall be unlawful for an HEI employee to personally profit from an educational tours and/or field trips. HEI employee who violates this section may be terminated for Grave Misconduct

Section 21. If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

ARTICLE VIII
FUNDING

Section 22. Prior consultation including the manner, time and duration of the educational tours and/or field trips shall be done by the concerned HEIs with the concerned students and stakeholders. If the educational tours and/or field trip is included in the internship, this shall be fully explained to the concerned students. Enclosed is Annex A for the checklist of requirements.

ARTICLE IX
SANCTIONS

Section 23. In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the Regional Offices and CHED Legal Services, impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of Higher Education Institutions.

Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

1st Offense, a written warning;
2nd Offense, suspension from conducting educational tours and field trips for a period of time as determined by the Commission en Banc, and
3rd Offense,
- disapprove the application for other school fees increase and introduction of new fees of HEI;
- administrative and criminal charges against it and/or its responsible officers under existing laws
- imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.
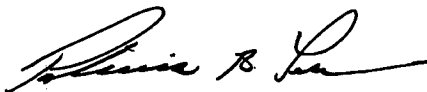
ARTICLE X
REPEALING CLAUSE

Section 24. CHED Memorandum Order No. 11 s. 1997 "Enjoining all 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 subjects for Studies and Researches is hereby amended. All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

ARTICLE XI
EFFECTIVITY

Section 25. These guidelines shall take effect 15 days after publication in newspaper of general circulation and should be observed by all HEIs starting AY 2012- 2013 and shall remain in force and effect until revoked or amended.

Issued this 6th day of July 2012 in Quezon City.

PATRICIA B. LICUANAN, Ph.D.
Chairperson

Checklist of Requirements
For CMO No. 17 Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students

Date:

		Complied		Remarks
		Yes	No	
A. Before the Educational Visit or Field Trip **1.** Included in the curriculum	Included in the curriculum with corresponding unit credits and time allotment whether whether lecture or laboratory hours			
	- specify course title and unit credits			
2. Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen	Updated Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen			
	outline of Assessment Report to be filled in by the concerned faculty and students.			
3. Faculty-in-charge	Faculty-in-charge a. Present designation			
	b. with letter of notification from the Administration indicating Faculty-in-charge role and resoponsibilities before, during and after the educational tours and field trips.			
4. Advanced and properly coordinated with the Local Government and other concerned non-government offices	Advanced and properly coordinated with the Local Government and other concerned non government offices with letter request by the sending HEI and acknowledged/approved by LGUs/NGOs			

		Complied		Remarks
		Yes	No	
5. Consultation conducted to concerned students, faculty and stakeholders.	Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature			
6 Destination chosen considering cost and benefit requirements	Destination chosen, considering cost and benefit requirements, safety, and relevance with the subject matter			
7. Fund and other resources properly secured	Fund and other resources properly secured and accounted for			
8. Briefing to concerned faculty and students	Briefing to concerned faculty and students and provide the needed info materials			
9. Written plans submitted to HEIs	Written plans by the accredited travel agency (if appropriate) with attached Gant Chart duly-approved by the HEI			
	Copy of the itinerary and Travel Agency's or Tour Operator's Accreditation Certificate issued by DOT			
10. Insurance for students, faculty, and other concerned stakeholders	Individual or group Insurance for students, faculty, and other concerned stakeholders			
11. Format of Learning journals given to students	Standard Format of Learning journals given to students			
12. Announcement to students, faculty and parents	Announcement to students, faculty and parents made one(1) to two (2) months before the scheduled date of educational tour/field trip			
13. Risk Assessment plans in place	Risk Assessment plans and preventive measures given to students and stakeholders			

		Complied		Remarks
		Yes	No	
14. Medical clearance of students	Medical clearance of students and medical aid kits are provided			
	Medical clearance duly signed by the Parent or Physician or Waiver			
15. schedule of fees (including its details)	*Written schedule of fees disseminated to concerned stakeholders.*			
16 Parent/guardian consent duly-notarized be required before the educational tour or field trip	*Duly notarized consent submitted before the activity*			
B. **During the Educational Visit or Field Trip**				
1. Security of the students	*Concerned parents or guardians were properly informed of the HEI guidelines on the conduct of educational tours and/or field trips*			
2. Proper Implementation of educational visit or field trip	*Program of activities followed as planned or activities adjusted as the need arises*			
3. Properly coordinated with concerned LGU and/or government or non-government office	*Letter or MOA stating the coordination with concerned LGUs or NGOs.*			
C. **After the Educational Visit or field trip**				
1. Conducted Debriefing program including among others reflection of the learning experiences duly documented in the learning journal	*Documentation of Debriefing Program*			
2. Assessment report by faculty and submitted including details of amount expended	Assessment report by faculty and submitted including details of amount expended to be submitted to CHED. *Filled-in undertaking form*			
3. Assessment report by students and students concerned	*Assessment report by students submitted to concerned HEI*			

Prepared by: **Certified Correct:**

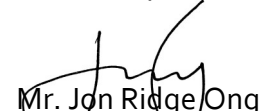_____   _____

This Student Activities Manual was drafted Academic Year 2014– 2015 to take effect from 2015-2016 by:

University Student Government
Academic Year 2015-2016

Ms. Pramela Menghrajani
OIC President, University Student Government

Mr. Jon Ridge Ong
Chairperson, DAAM

Ms. Patricia Sario
Executive Chairperson for Research and
Development Affairs , University Student
Government Office of the Executive Treasurer

Mr. Emmanuel Jose Fontamillas
Vice Chairperson for Finance , University Student
Government Office of the Executive Treasurer

Council of Student Organizations
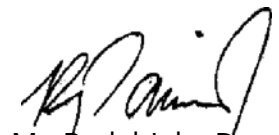**Academic Year 2015-2016**

Mr. Brent Ordillano
Chairperson

Ms. Stephanie Nicole Riosa
Executive Vice Chairperson for Activities and
Documentation

Ms. Danielle Marie Cang
Executive Vice Chairperson for Externals

Ms. Zendrel Gacuya
Executive Vice Chairperson for STC

Mr. Jean Clifford Espiritu
Executive Vice Chairperson for Activities and
Documentation– STC

Recognized Student Organizations
AY 2014– 2015

Mr. Rodel John Damian
President, POLISCY

Mr. Vladimir Alcasid
President, Outdoor Club

DLSU– STC

Ms. Ria Caganan
Coordinator, College Student Affairs

DLSU– MANILA

Ms. Jessica Jaye Ranieses
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Ms. Izel Marie Guatno
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Acknowledgements

Libraries

Strategic Communications Office

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Mr. Adrian Bersabe, Team Head

CSO- Finance Team

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