AREA IV

SUPPORT TO STUDENTS

I.1. Requirements and procedures for recognition/accreditation of student organizations are widely disseminated.

SDSD OSA USM
June 25 ·

LEAP Season 3 is Here!

Ready to take your leadership journey to the next level?

The USM Leaders' Engagement for Accelerated Performance (LEAP) Season 3 is now open for applicants! Join a new generation of student leaders committed to excellence, integrity, and service.

📌 Apply now!
📅 Deadline: June 30, 2026

Don't miss this opportunity to enhance your leadership skills, connect with fellow student leaders, and make a meaningful impact in the university community.

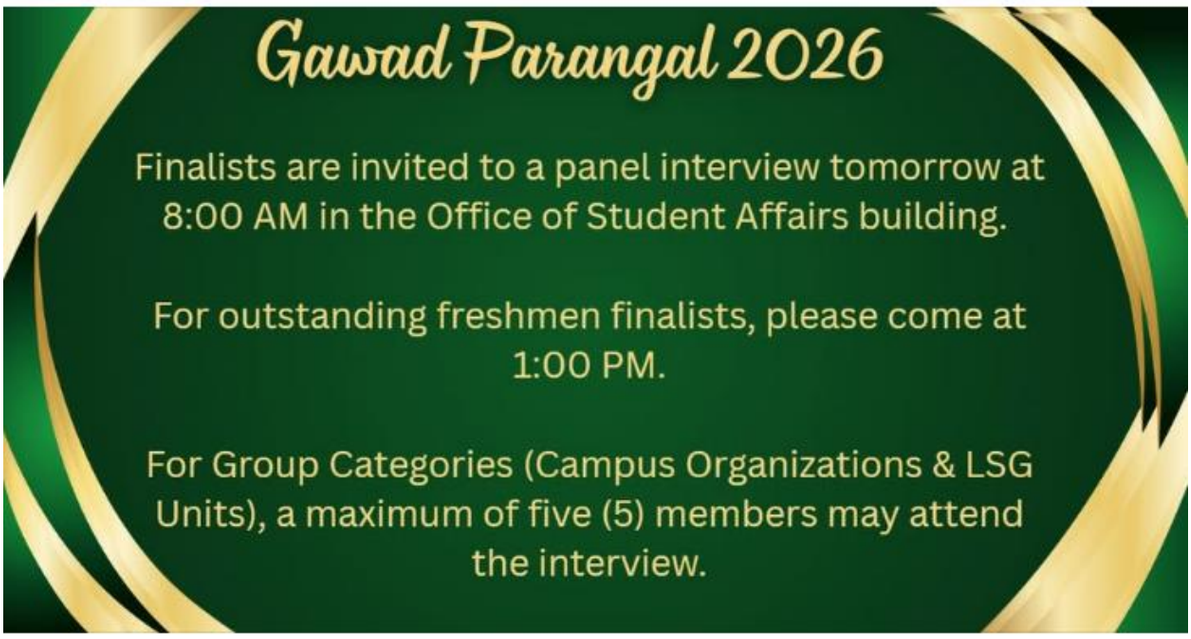
Apply today and be part of LEAP Season 3! Please use your USM EMAIL to access.

NOTE: Email will be sent to those who will be admitted! **See less**

DOCS.GOOGLE.COM
docs.google.com

27 9

SDSD OSA USM
May 7 ·

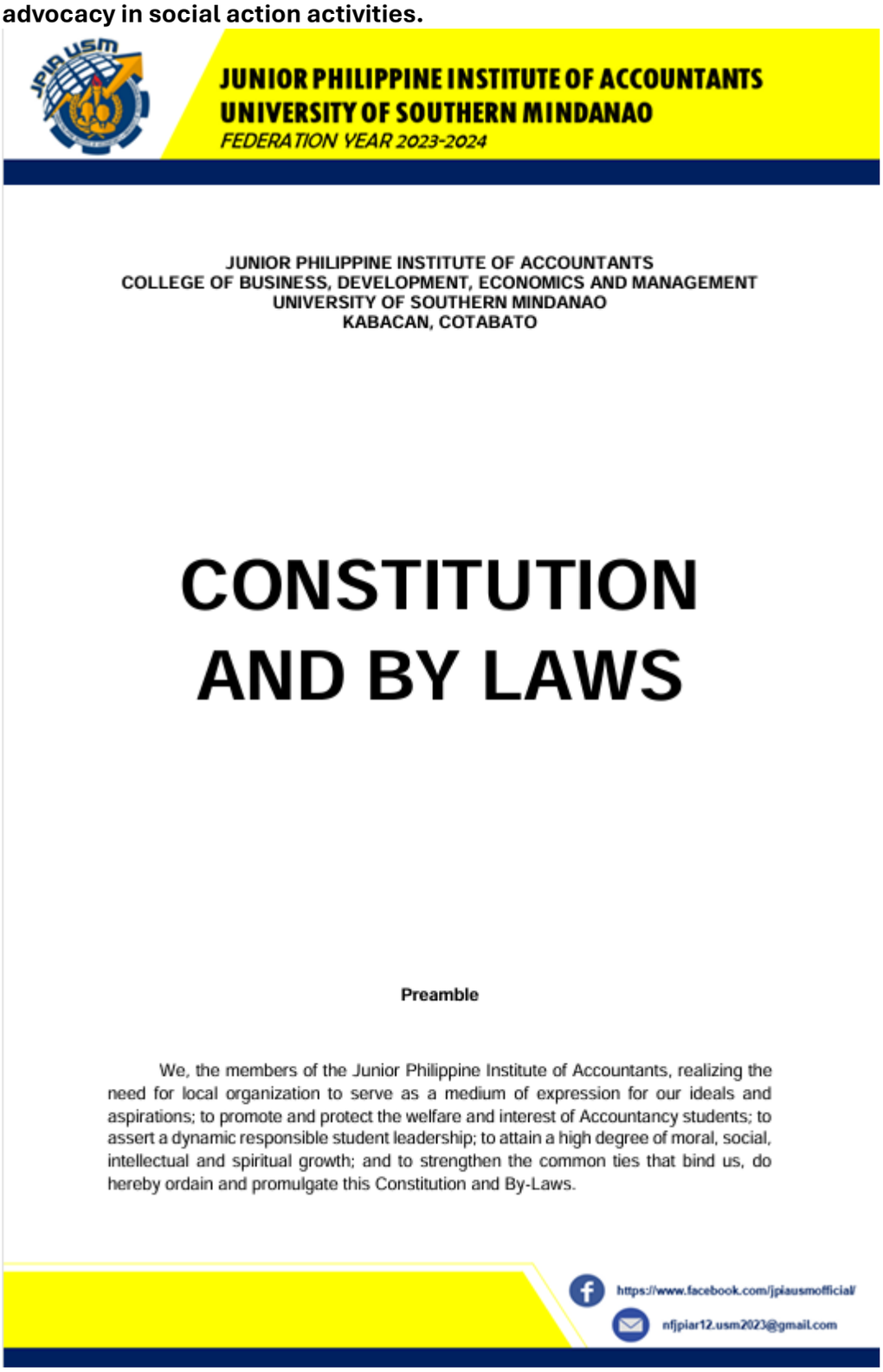


SDSD OSA USM
May 4 ·

Congratulations to the Finalists of the Gawad Parangal 2026! ... See more



I.2. The Constitution and by-laws of student organizations incorporate participation and advocacy in social action activities.



JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS
UNIVERSITY OF SOUTHERN MINDANAO
FEDERATION YEAR 2023-2024

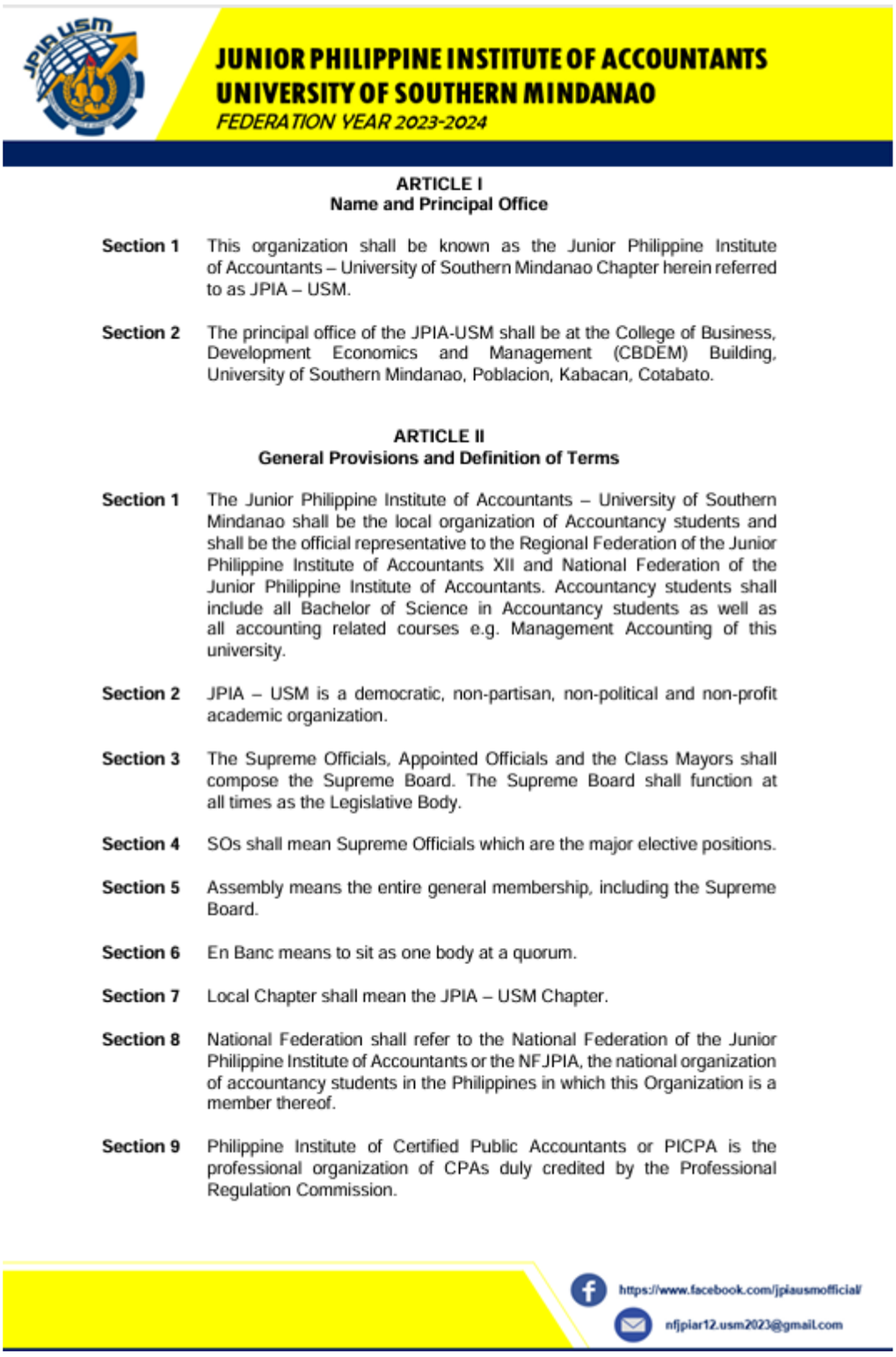
JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS
COLLEGE OF BUSINESS, DEVELOPMENT, ECONOMICS AND MANAGEMENT
UNIVERSITY OF SOUTHERN MINDANAO
KABACAN, COTABATO

CONSTITUTION AND BY LAWS

Preamble

We, the members of the Junior Philippine Institute of Accountants, realizing the need for local organization to serve as a medium of expression for our ideals and aspirations; to promote and protect the welfare and interest of Accountancy students; to assert a dynamic responsible student leadership; to attain a high degree of moral, social, intellectual and spiritual growth; and to strengthen the common ties that bind us, do hereby ordain and promulgate this Constitution and By-Laws.

https://www.facebook.com/jpiausmofficial/
nfjpiar12.usm2023@gmail.com



JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS
UNIVERSITY OF SOUTHERN MINDANAO
FEDERATION YEAR 2023-2024

ARTICLE I
Name and Principal Office

Section 1 This organization shall be known as the Junior Philippine Institute of Accountants – University of Southern Mindanao Chapter herein referred to as JPIA – USM.

Section 2 The principal office of the JPIA-USM shall be at the College of Business, Development Economics and Management (CBDEM) Building, University of Southern Mindanao, Poblacion, Kabacan, Cotabato.

ARTICLE II
General Provisions and Definition of Terms

Section 1 The Junior Philippine Institute of Accountants – University of Southern Mindanao shall be the local organization of Accountancy students and shall be the official representative to the Regional Federation of the Junior Philippine Institute of Accountants XII and National Federation of the Junior Philippine Institute of Accountants. Accountancy students shall include all Bachelor of Science in Accountancy students as well as all accounting related courses e.g. Management Accounting of this university.

Section 2 JPIA – USM is a democratic, non-partisan, non-political and non-profit academic organization.

Section 3 The Supreme Officials, Appointed Officials and the Class Mayors shall compose the Supreme Board. The Supreme Board shall function at all times as the Legislative Body.

Section 4 SOs shall mean Supreme Officials which are the major elective positions.

Section 5 Assembly means the entire general membership, including the Supreme Board.

Section 6 En Banc means to sit as one body at a quorum.

Section 7 Local Chapter shall mean the JPIA – USM Chapter.

Section 8 National Federation shall refer to the National Federation of the Junior Philippine Institute of Accountants or the NFJPIA, the national organization of accountancy students in the Philippines in which this Organization is a member thereof.

Section 9 Philippine Institute of Certified Public Accountants or PICPA is the professional organization of CPAs duly credited by the Professional Regulation Commission.

https://www.facebook.com/jpiausmofficial/
nfjpiar12.usm2023@gmail.com

Section 10 Offices shall mean the respective departments of the Supreme Officials (e.g. Office of the Vice-President for Academics, etc.).

Section 11 Federation Year shall mean one (1) school year and shall begin on August 1 and end on July 31 of each Fiscal Year.

Section 12 JPIAN means member of the local organization.

Section 13 Deadlock shall mean that point at which anybody (e.g. Appointed Officials, Supreme Board or the Assembly) meeting at a quorum will not achieve a majority of votes by reason of having an even numbered total population.

Section 14 Ad hoc committee means a committee created for a special purpose and is usually for a certain event and for a short period of time.

Section 15 A major activity of the Local Chapter shall mean:

An activity that is in the line with and pursuant to the objectives of the local organization as approved by the Supreme Board; and

An activity that must require the participation of all the members of the local chapters.

Section 16 Quorum shall mean 2/3 of the members of the Supreme Board.

Section 17 Majority shall mean 50% plus 1 to the present members in the assembly.

Section 18 COMELEC shall mean Commission on Elections.

Section 19 RF Rep shall mean Regional Federation Representative.

Section 20 COMMS shall mean Committee Members.

ARTICLE III

Organization Seal

Section 1 This organization shall have, as seal, the following figures and their respective definitions:

a. The Globe represents the major priorities of concern among JPIANs, global competence through cognitive development and morally upright professionals through spiritual and socio-civic awareness.
b. The Torch represents the desire of JPIA to bring light to the minds of their members.
c. The Arrow directed upward represents the progressive growth which the JPIANs strive to achieve in preparation for their future professional demands.
d. The Laurel leaves represents academic excellence.
e. The man and woman symbolize the ethics and values of the accountancy profession.
f. The Gear exemplifies the engagement of each element composing the seal- an emblem of smooth-moving organization gearing towards éclat of great achievements.

Section 2 The organization seal shall have, as the official colors, the shades of navy blue and silver.

a. Blue represents the profound simplicity rested in the hearts of every JPIAN which encourages them to fulfill every duty and obligation of an accounting student with a deep sense of humility.
b. White represents the desire of upholding the integrity of being future CPAs.
c. Gold represents excellence in everything that we do.
d. Red represents a strong desire.

ARTICLE IV

Objectives

The Local Chapter aims for:

Section 1 Fellowship and Solidarity
To establish unity and harmonious relationships among JPIANs, other students and multi-sectoral organization for the advancement of a world-class nationalist-oriented student organization

Section 2 Academic Excellence
To adopt measures that is necessary to foster educational advancement in the field of accountancy through:

a. Seminars, symposia, workshops, conferences, congress, and convention;
b. Inter-scholastic functions; and
c. Other academic services to the members.

Section 3 Socio-civic and Cultural Consciousness

To develop among JPIANs a sense of social and cultural awareness through:

a. Community extension services; and
b. Social, economic and cultural development projects.

Section 4 Moral-Integrity
To promote and uphold moral values beneficial to the interest of the accounting profession, the JPIA Local Chapter, and its members.

Section 5 Critical, Analytical and Constructive Thinking
To uplift the standard and quality of education.

Section 6 Organizational Culture
To acquaint the members with the practical environment and activities of the accountancy profession

ARTICLE V

Membership

Section 1 Membership into the organization is mandatory to all Accountancy students of the College of Business, Development, Economics, and Management, University of Southern Mindanao.

Section 2 Terms of Membership
Membership in a federation year and is renewable annually.

Section 3 Termination of Membership
a. Graduation – any member who is duly recommended by their school's Office of the Registrar for graduation in Bachelor of Science in Accountancy and Bachelor of Science in Management Accounting ceases to become a member.
b. Shifters – any member who is disqualified to enroll in the Bachelor of Science in Accountancy and Bachelor of Science in Management Accounting ceases to become a member.
c. Others – any member who, in one way or another, has failed to uphold the purposes, for which this Federation was established, upon the discretion of the Appointed Officials and Adviser ceases to become a member.

ARTICLE VI

Rights and Duties of Members

Section 1 The members of this organization shall have the following rights and

privileges:

a. The right to participate in the discussion in special meetings and assemblies called upon for such purpose.
b. The right to be informed of any project and/or activities and to participate in such undertakings.The right to inspect the records and financial reports of the organization kept in the principal office at a reasonable date and time.
c. The right to vote, to be elected, and/or appointed to any official position in the JPIA, provided that he/she complies with the requirements provided thereof.

Section 2 The members of this organization shall have the following duties and obligations:

a. The duty to comply with the provisions of this Constitution and By-Laws and other rules that may be promulgated by the Supreme Board or may be agreed upon by the Local Chapter;
b. The duty to attend meetings whether regular or special;
c. The duty to pay the membership fee and such other fees that may be deemed appropriate by the Supreme Board in accordance with the Constitution;
d. The duty to comply with any other requirements of the Local Chapter set by the Supreme Board.
e. The duty to defend the honor, prestige, and integrity of the Local Chapter;
f. The duty to respect the other members of the Local Chapter;
g. The duty to support all the undertakings of the organization and participate actively in all the activities and functions of the Local Chapter;
h. The duty to deepen their understanding of the concept of the Local Chapter; and
i. The duty to engender academic excellence in the Local Chapter.

Section 3 No member shall be subject to remedies and sanctions without just cause and due process.

a. The Supreme Board shall summon the offender through a letter to appear before the Supreme Board. The member shall be given a reasonable length of time to appear after such notification was received. In case appearance is improbable, the offender may otherwise express the defense through a letter. It must be addressed to the Local Chapter President and must be received within a reasonable length of time.
b. Ten (10) days after the appearance of the offender or the receipt of the defense letter, the Supreme Board shall render its decision accordingly with the remedies and sanctions set forth in this article.
c. The decision of the Supreme Board shall take effect immediately. A letter notifying the offender of the decision shall be sent.
d. The decision of the Supreme Board shall be final.

Section 4 Violations of members:

a. Culpable Violations on any provisions of the Constitutions and By-Laws;
b. Gross misconduct, dishonesty, discourtesy, and disloyalty to the Local Chapter; and

c. Inefficiency and incompetence in the performance of official duties.**Section 5** Violations of the duties by a member shall mean the enforcement of any of the following:

a. Full compliance of the duty
b. Notice of Non-compliance
c. Other such remedies and sanctions deemed appropriate by the Supreme Board in accordance with this Constitution.

ARTICLE VII

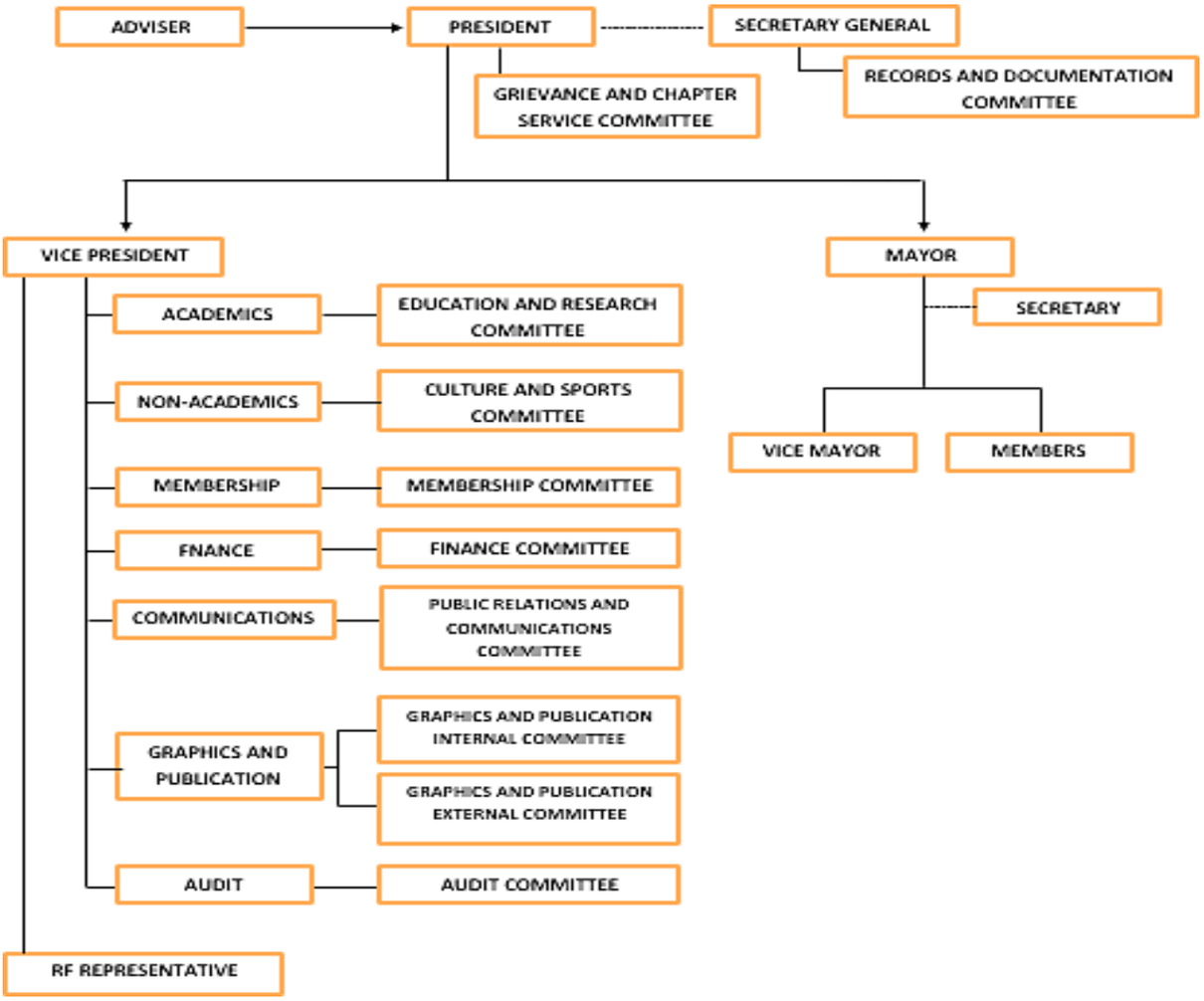
Proceedings and Sanctions

Section 1 Individually and collective filing of complaints

a. Only regular members of the Local Chapter shall have the right to file a complaint against any member of the organization who commits violations.
b. Written complaints. All complaints should be in writing, properly signed by an identified member. Complaints received through electronic mail shall be construed as originating from the identified owner of the e-mail address used.
c. Addressee. Complaint should be addressed to the Local Chapter President and copy furnished to the Grievance and Chapter Service Committee.

Section 2 Proceedings. No member shall be subject to remedies and sanctions without just cause and due process.

a. The Supreme Board shall summon the offender through a letter to appear before the Supreme Board. The member shall be given seven (7) days to appear after such notification was received. In case appearance is improbable, the offender may otherwise express the defense through a letter. It must be addressed to the Local Chapter President and must be received within seven (7) days.
b. Seven (7) days after the appearance of the offender or the receipt of the defense letter, the Supreme Board shall render its decision accordingly with the remedies and sanctions set forth in this article.
c. The decision of the Supreme Board shall take effect in reference to Paragraph D. A letter notifying the offender the decision shall be sent to him.
d. The decision of the Supreme Board shall be final and executory within



seven (7) days from the date of decision, unless appealed to the Supreme Board.

e. The Supreme Board shall decide on the appeal within five (5) days. The decision of the Supreme Board, after due notice, shall be final and executory.

Section 3 Remedies and Sanctions. Violations of the duties by a member shall mean the enforcement of any of the following:

a. Full compliance of duty.
b. Probationary membership;
c. Suspension; and
d. Other such remedies and sanctions deemed appropriate by the Supreme Board in accordance with this Constitution.

ARTICLE VIII

Organizational Chart

Section 1 The following shall be the structure of the organization (see the attached chart).

ARTICLE IX

The Governing Bodies

Section 1 The Governing Bodies of this organization shall be:
a. The Supreme Officials
b. The Supreme Board

ARTICLE X

The Assembly

Section 1 The assembly shall be composed of all accredited members of this organization.

Section 2 The assembly shall convene at least once in a Federation Year in a general meeting on the date and place designated by the Supreme Board. Special sessions shall be convened upon the recommendation of the Supreme Board.

Section 3 Notice of the assembly shall be disseminated at least one week before such assembly and the same shall be published in the local chapter's newsletter.

Section 4 The assembly shall have the sole power to elect Supreme Officials.

Section 5 Impeachment shall be processed in two preferences:
a. Upon the resolution for impeachment of the majority vote of the Supreme Board in quorum during the meeting called upon for that purpose pursuant to the provisions of Article XIX Section 3 (b) with proper notice from the Secretary-General. And/or,

b. Upon the recommendation of the majority of the members provided a substantial proof is presented together with a formal letter addressed to the Supreme Board pursuant to the provisions of Article XIX Section 3 (b).

Section 6 The quorum at any general assembly of the organization shall consist of the majority of the accredited members, or in its absence, the business of the assembly shall not be done or discussed unless approved by the majority of the Supreme Board. The voters representing the majority of such quorum shall decide on every question or matter submitted to the members at any meeting except when the Supreme Board provides otherwise.

ARTICLE XI

The Supreme Board

Section 1 The Supreme Board shall be the principal governing body of the Local Chapter.

Section 2 The general management of the Local Chapter and its business transactions shall be exercised by the Supreme Board.

Section 3 The Supreme Board shall hold office for one Federation year or until their successors have been duly elected.

Section 4 The Supreme Board shall be composed of the following:
a. Supreme Officials
b. Appointed Officers
c. Class Mayors

Section 5 The Supreme Officials shall, within thirty (30) days from their date of proclamation, must develop their Local Chapter General Plan of Actions which shall serve as a guide to the organizational activities.

Section 6 The Supreme Officials shall have the power to select officials to the committees under their respective offices.

ARTICLE XII

The Authorities, Duties and Responsibilities of the Supreme Board

Section 1 The members of the Supreme Board shall have the duty to attend meetings and functions of the Organization as set forth herein where their participation is required for deliberation, coordination and cooperation, and decision making.

Section 2 It is the duty of the Supreme Board to uphold this Constitution and By-Laws and safeguard all properties, interests, and businesses of the Organization.

Section 3 The Class Mayors. The Class Mayors, as members of the Supreme Board, shall have the duty to abide by the provisions of the two preceding Sections, and shall have the responsibility, aside from those duties and responsibilities inherent to his/her position or as may be assigned to him/her by the Supreme Board, to:

a. Lead the general members of his/her class towards the attainment of the purposes and objectives of this Organization,
b. Implement to his/her class all the plans and activities approved by the

Supreme Board,

c. Submit monthly reports to the Vice-President for Membership regarding the membership, academic, and non-academic participants, and other pertinent matters in his/her class.

Section 4 It is the authority and responsibility in general of the Supreme Board:

a. The authority to create committees, to choose the chairperson and to prescribe from time to time their duties and authorities;
b. To study, revise and approve the plans initiated by the respective offices of this organization, and/or give additional power or responsibility to the President or other Supreme Officials, as deemed necessary to carry out, effectuate, and implement in the most effective, practical and democratic manner the purposes and objectives of the Organization;
c. To suspend or impeach any officer in a decision made by a majority vote of the Supreme Board sitting en banc; and
d. To impose sanctions under such grounds and proceedings set forth in Article VII Sections 2 and 3 of this Constitution.

ARTICLE XIII

The Supreme Officials

Section 1 The following shall be the Supreme Officials of the Local Chapter.

a. President;
b. Vice President for Academics;
c. Vice President for Non-Academics;
d. Vice President for Membership;
e. Vice President for Finance;
f. Vice President for Communications;
g. Vice President for Graphics and Publication – Internal & External;
h. Vice President for Audit;
i. Secretary General; and
j. Regional Federation Representative

Section 2 The SOs shall hold office for a term of one (1) federation year or until their successors have been qualified and duly elected.

Section 3 The SOs shall be vested with the power to initiate, spearhead, brainchild, or sponsor plans and activities relevant to their respective offices and parallel to the purposes and objectives of this Organization.

ARTICLE XIV

The Qualification of the Supreme Officials

Section 1 An SO shall possess the following qualifications:

a. He/She must be an Accountancy student, must be a bona fide and active member, and of a good moral standing.
b. He/She must not have any failing grade on any subjects taken.
c. He/She must not hold any position in any University organization, including his/her class.
d. For aspiring VP for Graphic and Publication, he/she must provide a portfolio of sample works to be submitted upon filing of certificate of candidacy.

ARTICLE XV

The Authorities and Duties of the Supreme Officials

Section 1 The President shall be the Chief Supreme Officer of the Supreme Board of the Local Chapter. Aside from those, which have been assigned by the Supreme Board, his authorities and duties shall include the following:

a. To take active supervision and control over properties, interests, businesses and affairs of the Local Chapter;
b. To preside in all meetings of the Supreme Officials, Supreme Board, and an assembly;
c. To supervise, direct and control subordinate officers in the discharge of their duties and authorities;
d. To lead the members in carrying out the activities and objectives of the local chapter and enforce the provisions of this Constitution and By-Laws, and all the rules and regulations enacted in the assembly;
e. To delegate to any officers any of his authorities and duties whenever in his judgment such as delegation is expedient and practicable;
f. To authorize the creation of committees as deem necessary;
g. To authorize expenditures necessary in carrying out the Local Chapter's activities and programs;
h. To be the principal in all contracts entered into by the Organization provided such contracts are lawful and duly approved by the majority of the Supreme Board meeting at a quorum.
i. To render annual report of the Local Chapter's activities for internal and external users;
j. To act as one of the signatories in all cash disbursement from the bank account credited to the Local Chapter;
k. To act as the Officer-In-Charge of the Grievance and Chapter Service Committee; and
l. To perform other duties inherent to the position.

Section 2 The Vice-President for Academics shall have the authorities and duties, which include the following aside from those assigned by the Supreme Board:

a. To perform and discharge the powers and duties of the President in the latter's absence or inability;
b. To supervise the implementation of academic project of the Local Chapter;
c. To be in charge of all academic activities like quiz bowls, seminars, symposia, etc. of the organization;
d. To keep updates of and coordinate all academic contests and events from and to other JPIA Local Chapters, Regional Federation and the Office of the National Vice-President for Academics;
e. To act as the Officer-In-Charge of the Education and Research Committee;
f. To set procedures on selecting members of his/her respective committee with the approval of the President;
g. To submit to the President, through the Secretary-General a written monthly report of all activities in his/her office; and
h. To perform other duties inherent to the position.

Section 3 The Vice-President for Non-Academics shall have the authorities and duties, which include the following aside from those, assigned by the Supreme Board:

a. To supervise and execute the complementary role curricular and extra-curricular by integrating and coordinating cultural, spiritual, and sports activities and incorporate these in the general activities of the Local Chapter;
b. To coordinate with other institutions, agencies or organizations necessary for the non-academic programs of the Local Chapter;
c. To keep updates of and coordinate all non-academic contests and events from and to other JPIA Local Chapters, Regional Federation and the Office of the National Vice-President for Non-Academics;
d. To act as the Officer-In-Charge of the Culture and Sports Committee;
e. To set procedures on selecting members of his/her respective committee with the approval of the President;
f. To submit to the President, through the Secretary-General a written monthly report of all activities in his/her office; and
g. To perform other duties inherent to the position.

Section 4 The Vice-President for Membership shall have the authorities and duties which include the following aside from those assigned by the Supreme Board:

a. To keep a complete and up-to-date list of names of all accredited members and their directories and class schedules;
b. To monitor the attendance, performance and degree of participation of members in the meeting and functions;
c. To keep updates of and coordinate all membership requirements to other JPIA Local Chapters during major activities, Regional Federation

and the Office of the National Vice-President for Membership;

d. The act as the Officer-In-Charge of the Membership Committee;
e. To set procedures on selecting members of his/her respective committee with the approval of the President;
f. To submit to the President, through the Secretary-General a written monthly report of all activities in his/her office; and
g. To perform other duties inherent to the position.

Section 5 The Vice-President for Finance shall have the authorities and duties, which include the following aside from those assigned by the Supreme Board:

a. To authorize together with the President the use of funds and properties;
b. To handle and safeguard all funds and properties;
c. To prepare the disbursement vouchers of the organization.
d. To keep all original documents pertaining to cash receipts and disbursements;
e. To prepare the semi-annual financial statements within 15 days from the end of December;
f. To be responsible for the prompt collection of all fess and contributions from the members.
g. To enter into sponsorship, advertisement and any other contracts as means of generating income to the Organization provided such contracts are approved by the majority of the Appointed Officials meeting at a quorum.
h. To act as the Officer-In-Charge of the Finance Committee;
i. To set procedures on selecting members of his/her respective committee with the approval of the President;
j. To submit to the President, through the Secretary-General a written monthly report of all activities in his/her office; and
k. To perform other duties inherent to the position.

Section 6 The Vice-President for Communications shall have the following authorities and duties, which include the following aside from those assigned by the Supreme Board:

a. To disseminate information and take charge to the Local Chapter corporate email address;
b. To handle all publicity, advertisements, promotions and take consent of the activities of the organization.
c. To act as the Officer-In-Charge of the Public Relations and Communications Committee;
d. To set procedures on selecting members of his/her respective committee with the approval of the President;
e. To submit to the President, through the Secretary-General a written monthly report of all activities in his/her office; and
f. To perform other duties inherent to the position.

Section 7 The Vice-President for Graphics and Publication shall have the following authorities and duties, which include the following aside from those assigned by the Supreme Board:

a. To be responsible for keeping records and documentations of the organization's activities;
b. To monitoring the organization's social media accounts such as Facebook and Instagram;
c. To prepare the final documentation report at the end of each semester;
d. To act as the Officer-In-Charge of the Graphics and Publication Committee;
e. To set procedures on selecting members of his/her respective committee with the approval of the President;
f. To submit to the President, through the Secretary-General a written monthly report of all activities in his/her office; and
g. To perform other duties inherent to the position.

Section 8 The Vice-President for Audit shall have the following authorities and duties, which include the following aside from those assigned by the Supreme Board:

a. To devise and implement guidelines, policies and controls as may be necessary for an efficient and practical accounting and financial system for the organization.
b. To monitor all receipts and disbursements of the Local Chapter every month;
c. To audit the financial statements prepared by the Vice-President for Finance semi-annually within 10 days from the date of the report;
d. To render a reasonable assurance as to the fairness of the financial statements under audit. In any case the auditor cannot attest to the fair presentation, the reasons shall be stated in the auditor's report;
e. To act as the Officer-In-Charge of the Audit Committee;
f. To set procedures on selecting members of his/her respective committee with the approval of the President;
g. To submit to the President, through the Secretary-General a written monthly report of all activities in his/her office including the audited financial statements; and
h. To perform other duties inherent to the position.

Section 9 The Secretary-General has the authorities and duties, which include the following aside from those assigned by the Supreme Board:

a. To keep accurate minutes of all the meetings of the Supreme Board;
b. To disseminate all notices required to be given by this Constitution and By-Laws;
c. To be the custodian of all records, documents and papers of the Local Chapter and to certify all records of the Local Chapter noted by the President;
d. To act as the Officer-In-Charge of the Records and Documents Committee;
e. To set procedures on selecting members of his/her respective committee with the approval of the President;
f. To perform other duties inherent to the position.

Section 10 The Regional Federation Representative has the authorities and duties,

which include the following aside from those assigned by the Supreme Board:

a. To be the head delegate or the official representative of the Local Chapter to the affairs of the Regional Federation and shall see to it that all activities of the Regional Federation are properly coordinated to the respective offices of the Local Chapter;
b. To submit to the President, through the Secretary-General a written monthly report of all activities in his/her office; and
c. To perform other duties inherent to the position.

Section 11 The outgoing Supreme Officials shall have the duty to efficiently turnover all pertinent records of the Local Chapter within fifteen days after the Local Chapter Elections.

ARTICLE XVI

The Adviser

Section 1 The Adviser shall be a faculty of the Accountancy Department and a member of the PICPA.

Section 2 He/She shall serve as a link between PICPA and the Local Chapter.

Section 3 He/She shall have the right to be informed of all activities and projects of the Local Chapter.

Section 4 He/She shall have the right to attend the meetings of the Supreme Board and give their opinions in all matters pertaining to the Local Chapter but the final decision should rest on the Supreme Board.

Section 5 The Adviser shall serve for one federation year. They shall efficiently turn over all pertinent papers at the end of their term to the succeeding Adviser.

Section 6 Only the Chairman of the Accountancy Department has the power to appoint the adviser of the Local Chapter.

ARTICLE XVII

Committee Members

Section 1 The following shall be the committee members referred to as COMMS with their respective Supreme Official as the Liaison Officer:

a. Grievance and Chapter Service – President
b. Education and Research – Vice-President for Academics

c. Culture and Sports – Vice-President for Non-Academics
d. Membership – Vice-President for Membership
e. Finance – Vice-President for Finance
f. Public Relations and Communications – Vice-President for Communications
g. Graphics and Publication – Vice-President for Graphics and Publication
h. Audit – Vice-President for Audit
i. Records and Documents – Secretary-General

Section 2 A Supreme Official shall head each committee.

Section 3 Authorities and duties of a committee Officer-in-Charge are:
a. To ensure the proper implementation of their respective activities;
b. To preside over all meetings of their respective committees; and
c. To conduct elections or appoint persons as may be designated to discharge functions of their respective committees after consultation with the Supreme Board;

Section 4 The committees shall make suggestions and recommendations to the Supreme Board for deliberation and shall implement the latter's final decision.

Section 5 Membership and Tenure
a. Grievance and Chapter Service shall consist of 2 Committee Members.
b. Education and Research shall consist of 4 Committee Members.
c. Culture and Sports shall consist of 6 Committee Members.
d. Membership shall consist of 4 Committee Members.
e. Finance shall consist of 4 Committee Members.
f. Public Relations and Communications shall consist of 4 Committee Members.
g. Graphics and Publication shall consist of 4 Committee Members, two of which are for the internal affairs of the department and the other 2 for the external.
h. Audit shall consist of 3 Committee Members.
i. Records and Documentations shall consist of 2 Committee Members.
j. The Committee Members function shall take effect after the appointment and shall end after the Federation Year excluding the committee chairperson.

Section 6

Application for membership of the Committee Members shall be opened 15 days after the Election of the Supreme Officials and shall be subject to the following qualification and requirements:

1. He/She must be an Accountancy student, must be a bona fide and active member, and of a good moral standings.
2. He/She must not have any failing grade on any subjects taken.
3. He/She must not hold any major position in any University organization, including his/her class.
4. He/She must be willing to work with the federation
5. He/She must submit the following requirements:
   a. Duly accomplished application form
   b. Resume
6. For aspiring Committee Members for Graphics and Publication, he/she must provide a portfolio of sample works to be submitted along with his/her application form and resume.

Section 7 Functions of the committees are:

A. Grievance and Chapter Service

1. To channel and address all the grievances from the local chapter directly to the Class Mayors for immediate action;
2. To appeal the grievances to the President if not resolved by the Class Mayors;
3. To respond to the specialized needs of the local chapter; and
4. To perform such other functions as may be assigned by the Supreme Board.

B. Education and Research
1. To organize and coordinate academic activities and projects with regards to current events and issues on the accounting profession; and
2. To perform such other functions as may be assigned by the Supreme Board.

C. Culture and Sports
1. To plan and coordinate activities for the development of social, physical and cultural awareness of the members; and
2. To perform such other functions as may be assigned by the Supreme Board.

D. Membership
1. To keep a complete up-to-date list of directories of the members of the Federation;
2. To handle the application procedure of new members;
3. To monitor the attendance, performance and the degree of participation of members in the meetings and functions; and
4. To perform such other functions as may be assigned by the Supreme Board.

E. Finance
1. To devise effective methods of generating funds for the Local Chapter;
2. To be responsible to the other committees regarding financial matters;
3. To be responsible for the records of the Local Chapter funds;
4. To be responsible for the recording of the collections and disbursement of the Federation; and
5. To perform such other functions as may be assigned by the Supreme Board.

F. Public Relations and Communications
1. To inform the members of the activities of the Local Chapter;
2. To handle all publicity, advertisements and such promotions of an activity and/or functions of the Local Chapter;
3. To print hand-outs, minutes of the meetings, financial report and an annual report to be distributed to the members; and
4. To perform such other functions as may be assigned by the Supreme Board.

G. Graphics and Publication
1. To be responsible for taking photos and videos of the organization's activities;
2. To make the Audio Visual Presentation of the Supreme Board;
3. To update the organization's social media accounts; and

4. To perform such other functions as may be assigned by the Supreme Board.

H. Audit
1. To devise effective procedures on auditing financial statements;
2. To assist the Vice-President for Audit in carrying out his duties and obligations; and
3. To perform such other functions as may be assigned by the Supreme Board.

I. Records and Documentations
1. To help the Secretary-General in keeping accurate minutes of all the meetings of the Supreme Board;
2. To assist in disseminating all notices required to be given by this Constitution and By-Laws;
3. To assist in keeping all records, documents and papers of the Supreme Board;
4. To gather the records and documentations for the final documentation report at the end of each semester; and
5. To perform such other functions as may be assigned by the Supreme Board.

Section 8 Committees may be created by the Supreme Board as may be deemed necessary, proper, and convenient for the interest of the Local Chapter, defining the authorities and duties, and delegating them such as may lawfully be delegated. Its duration shall be under the direction of the Supreme Board.

Section 9 The members of each committee shall not exceed the limit set by the Officer-in-Charge approved by the President. Each Officer-in-Charge shall be responsible for the screening process of their respective committees supervised by their President.

Section 10 The Supreme Officials shall be held responsible in appointing an efficient and effective manner for committees.

Section 11 The committees shall be under the direct supervision of the Supreme Officials of this organization.

ARTICLE XVIII

Elections and Appointments

Section 1 This Constitution and By-Laws shall establish the Commission on Elections (COMELEC) who will supervise and conduct the electoral process of the officers for the executive office for the coming school year.

Section 2 It shall be the duty of the COMELEC to conduct the election in an efficient and effective manner. Such election shall be based on established

procedures duly promulgated by them and for which the same shall be announced by the Commission at least one (1) month prior to date of established Election Day. All questions and conflicts arising fromand regarding election, as well as the results thereof, shall be final and binding upon all.

Section 3 The COMELEC shall be formed at the first week of the second semester of the school year. The COMELEC shall be composed of one (1) chairman and nine (9) commissioners; two (2) of which shall be the Vice President for Audit and Assistant Vice President for Audit who will serve as the Chairman and Deputy Commissioner, respectively; four (4) from the graduating class, and one (1) each from 1st to 3rd year level. The non-graduating Commissioners shall hold office until the end of the federation year.

Section 4 Application for membership to the Commission shall be subject to the following qualifications and eligibility requirements:

a. He/She must be a bona fide and active member of the organization and has not submitted any certificate of candidacy for officer-ship in any local organization of the University including the Local Student Government.
b. He/She must attend the local general assembly prior to the general elections.
c. He/She must have submitted his/her resume.

Section 5 Election of the Appointed Officials shall be held every first Thursday of May. The campaign period for the said election shall be three (3) days, to commence on Monday and to end at midnight of Wednesday, immediately preceding the Election Day.

Section 6 The period for filing of candidacy for the election of SOs shall commence on Monday and ends at 12:00NN of Thursday of the last week of April. The announcement of official candidates shall be held at the general assembly called for that purpose.

Section 7 The proclamation of winners shall be made on the first Monday after the election.

Section 8 This Constitution and By-Laws shall implement a non-partisan system of election. The students shall be independently and individually presented to the Assembly. Any political party formed or any affiliation to a political party by a certain candidate shall mean disqualification from the election.

Section 9 Any incumbent officers of any local organization shall be required to resign from their respective positions should they intend to file certificate for candidacy for the election of Supreme Officials.

Section 10 Whenever the holding of a free, orderly, and honest election should become impossible due to serious causes such as violence, loss, or destruction of election records, and other similar causes, as well as failure of the COMELEC to convene on the specified date as provided for in this

Constitution and By-Laws, the Commission shall *motu propio* postpone the election to a date not later than ten (10) days after the cessation of the cause.

Section 11 Candidates for officer-ship to the Supreme Officials must conform to and shall be subject to the following qualifications and eligibility requirements:

a. He/She must be a bona fide and active member of JPIA.
b. He/She must have been able to attend and finish the Officer-ship Training Course administered by the incumbent officers prior to the election period.
c. He/She must not have any failing grades in all subjects taken.
d. He/She must submit the following requirements:
    1. Duly accomplished Certificate of Candidacy
    2. Two (2) 2" X 2" pictures (colored or black and white)
e. He/She must not hold any position in any University organization, including his/her class.
f. He/She must have attended at least three activities of the organization for the current federation year, as certified by the Vice-President for Membership.

Section 12 The President, Vice Presidents, and the RF Rep are elective in nature. The Secretary-General shall be appointed by the newly elected President.

Section 13 Each of the newly elected Supreme Officials shall have the duty to submit the names of the Committee Members under their respective Offices. Submission shall be made during the meeting called for the purpose of confirmation of Committee Members.

Section 14 No member of the Supreme Board shall occupy the same position for more than two (2) successive terms.

Section 15 The incumbent adviser of the organization shall also serve as the adviser of the Commission on Elections.

ARTICLE XIX

Vacancies and Hold-Over Positions

Section 1 Vacancies occurring in the Supreme Officials by virtue of incapacity, resignation, impeachment, death, or lack of qualified candidates shall be filed upon by the appointment of the elected SOs present in the meeting called for that purpose; provided, however, that the officers have been informed of such agenda. Qualified officer shall serve the unexpired term of his predecessor.

Section 2 Vacancies by resignation. Any officer with valid reason or cause may resign or withdraw from office in the organization by notice in writing submitted to

the Supreme Officials; provided however, that even if date is fixed for said notice of resignation or withdrawal, such shall not be effective until acted upon by the SOs which shall take effect with seven (7) days from receipt of the officer's notice of resignation or withdrawal.

Section 3 Vacancies by impeachment.

a. Any elected or appointed officer shall be removed for a just cause after due process on any of the following grounds:
   1. Gross violation of this Constitution and By-Laws, internal rules and regulations of the Local Chapter;
   2. Grave abuse of authority;
   3. Immoral acts;
   4. Gross negligence of duties and responsibilities;
   5. Gross insubordination;
   6. Guilt of acts involving moral turpitude; and
   7. Failure to enroll in the semester during his term;

b. The following procedures shall be observed for impeachment:
   1. A letter of complaint should be filed by any member to the Supreme Board to the President or Adviser.
   2. The Supreme Officials shall consider the complaint and notify the correspondent of the schedule of appearance before the Supreme Officials.
   3. Within seven (7) days after the appearance, the Supreme Officials should issue its decision.
   4. Within seven (7) days after the issuance of the decision, the defendant may file his/her appeal before the Supreme Board.
   5. The Supreme Board shall calendar the appeal before its presence immediately after the request.
   6. Seven (7) days after the appeal, the Supreme Board sitting en banc, by 2/3 vote of its members, excluding the officer/s under impeachment, as the case may be, shall decide on the impeachment. The decision shall be final and not subject for appeal.
   7. Depending on the cause, the Supreme Board shall decide as to when the said officer/s shall take leave of his/her position.

Section 4 Vacancies due to failure of elections:

a. In case there are no candidates, a special election is deemed necessary.

Section 5 The resigned or impeached officer shall have the duty to efficiently turn over all pertinent records of his office within 15 days after the proclamation of his replacement.

Section 6 The Local Chapter shall have the right to exhaust all legal and extra-legal means to recover documents, records, and financial matters against erring officer.

Section 7 The Supreme Official sitting en banc, by vote of majority of its members excluding the officer/s in question shall have the power to impeach and/or remove any officer, as the case may be.

ARTICLE XX

Meetings

Section 1 Regular Meetings

a. The Regular Meetings shall include:

1. Strategic/General Planning – attended by the initial Supreme Officials effective after thirty (30) days of their proclamation for the formulation and initiation of strategic and detailed plans to be implemented during the federation year.
2. The Supreme Board Meetings/Monthly Meetings – attended by the entire Supreme Board soon after the election of all the Class Mayors. The Supreme Board shall hold regular meetings at least twice a month on such time, place and date as may be agreed upon. Its primary purpose is to present to the entire Supreme Board the plans laid out by the Supreme Officials for revision, if any, of detailed rules and mechanics, designation of the date, time, and venue of activities, and eventually for implementation of such activities. Other purposes, aside from those assigned by the Supreme Board, shall include status reports of the Offices, Committees and Classes, assessments and evaluations and updates.
3. The General Assembly – attended by the entire assembly and the faculty as well as some guests and held during the beginning of the federation year. Its purpose shall be for general orientation, induction of the new set of officers, awarding and recognition of the alumni, etc.
4. Transition Meeting – attended by the previous and incumbent Supreme Officials after 15 days of the local election, for final accounting and turnover of records, reports, and financial matters.

Section 1.1 A notice of the meeting of the Supreme Officials/Supreme Board shall be communicated by the Secretary-General through the Vice-President for Communications at least one day before the meeting.

Section 1.2 The Presiding Officer in the meeting shall be the President or, in his absence, Vice President for Academics. He/She shall take charge of the business matters to be discussed.

Section 2 Special Meetings

a. Special meeting by the Supreme Board/Appointed Officials shall be called any time by the President or by a written request of the majority of the members and shall be held at such place or time that may be agreed upon.

b. A notice of the meeting of the Supreme Officials/Supreme Board shall be communicated by the Secretary-General through the Vice-President for Communications at least one day before the meeting.

c. The Presiding Officer in the meeting shall be the President or, in his absence, the Vice-President for Academics. He/She shall take charge of the business matters to be discussed.

ARTICLE XXI
QUORUM

Section 1 Nature and Computation – Quorum is that number or proportion of the members of an organization which must be present at a particular meeting for the organization to legally transact business. To constitute a quorum, 50% plus 1 of the total population of members must be present at the assembly.

The principle then, as far as the quorum in the supreme body is concerned, is that when a body is definite there must be a major part of the whole number of members composing it, and not merely a major part of its existing members.

In determining the existence of a quorum, the Presiding Officer should not be governed exclusively by the roll call; it can take into account the circumstances of each case and take note of the presence of other members who have not answered the roll call.

It is necessary, however, that to constitute a quorum, the requisite number of members must be actually present at the meeting and the requisite cannot be made up by telephoning absent members and obtaining their role over the telephone.

Section 2 Decision Rule - When a quorum is present at a meeting, the majority of those present have the authority to make decisions on matters brought before them. In general, whatever the majority of the quorum votes for is approved.

ARTICLE XXII
Funds

Section 1 The funds shall emanate from the membership fee of the JPIANs and inflows from all other fund raising activities not contrary to public laws, morals and customs.

Section 2 The Local Chapter shall have and maintain a Local Chapter year budget only approved by the Supreme Board contained therein:

a. General appropriation fund for non-recurring expenses of the organization; and
b. Specific appropriations for recurring expenses to control the disbursement of funds.

Section 3 The collection of the fund shall be imposed during the yearly renewal of membership on or before the end of the first six months of the Federation year.

Section 4 The fund shall be deposited in University Southern Mindanao Employees Credit Cooperative of good repute and wherein the signatories shall be the

President, Vice President for Finance and the Adviser. The passbook must be under the safekeeping of the Vice President for Finance. ATM (Automated Teller Machine) access to the funds is prohibited.

Section 5 Withdrawals shall only be allowed through the authorization and signatures of the President, Vice President for Finance and the Adviser and shall be appropriated for legitimate purposes only.

Section 6 Audited Financial reports shall be submitted:

a. By Offices and Committees to the EB within twenty-five (25) days after the end of the federation year; and
b. By the EB to the respective JPIANs to facilitate the receipts and disbursements of the Local Chapter fund.

Section 7 The Local Chapter shall retain a specified amount of fund as may be agreed upon by the Supreme Board at the beginning of the year for the sole purpose of helping the succeeding Supreme Board.

ARTICLE XXIII

Amendments

Section 1 Any amendments to or revisions of this Constitution and By-Laws may be proposed by any member made upon by a written request of such member of any regular or special meetings called for that purpose.

Section 2 Proposed amendments or revisions shall be approved by at least 2/3 of the Supreme Board present in the Assembly.

Section 3 The approved amendments or revisions shall be ratified by at least 2/3 of the members present in the Assembly during the meeting called for that purpose.

Section 4 There shall be no amendments of revisions to this constitution within two (2) years from its last ratification.

ARTICLE XXIV

Effectivity

Section 1 This Constitution and By-Laws shall take effect immediately upon its ratification by the majority of the members of the Assembly and shall supersede any other Constitution and all amendments thereto.

Last Drafted: July 25, 2023

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

Last Ratified: August 16, 2023

LOCAL CHAPTER EXECUTIVE OFFICERS 2023-2024

RIENA LENE R. GAZO
President, JPIA-USM

JOHN CARLO G. CELO
VP for Academics, JPIA-USM

MABETH T. ALIMAO
VP for Non-Academics, JPIA-USM

PEARL T. MARANGGA
VP for Membership, JPIA-USM

RACHEL DEE J. TOLEDO VALDEZ
VP for Finance, JPIA-USM

GWYNETH NICOLE L.
VP for Communications, JPIA-USM

MIZELLE C. LAZAGA RABIDA
VP for Graphics, JPIA-USM

BABY ANNESTER P.
VP for Audit, JPIA-USM

KEZIAH LYNN D. DELA FUENTE LAURO
Secretary General, JPIA-USM

FRETCHIE ANNE C.
Regional Representative, JPIA-USM

Noted by:

SANDRA ANGELA A. BANGCAYA
Adviser, JPIA-USM

Approved by:

FRANCISCO GIL N. GARCIA, ABE, Ph.D.
SUC President IV
University of Southern Mindanao

I.3. The institution conducts leadership training.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(64)572-2623
Email: osa@usm.edu.ph
OFFICE OF STUDENT AFFAIRS

Leader's Engagement for Accelerated Performance (LEAP) Year 2 – Phase 1

The Office of Student Affairs (OSA), through its SDSD, implemented LEAP Year 2 in recognition of the crucial role student leaders play in fostering an active, engaged, and values-driven university community. LEAP Year 2 Phase 1 was designed to equip these leaders with essential leadership competencies and a strong ethical foundation to effectively guide their respective organizations.

Through this initiative, a total of 114 student leaders were trained and capacitated during five days of lectures and workshop activities on July 21-25, 2025 at commercial Bldg, USM. Participants included student leaders from the University Student Government, Local Student Governments, and various campus organizations.

The following were the topics and speakers during the five days program:

- Spirituality – Mission of a leader by Sr. Francis Mary G. Quinto, OND
- Crafting of CBL and amendment procedure by Atty. Nogalo and Atty. Seto
- Basic First Aid by Rafael Abellera, RN and Mr. Perez
- RA 9262 (The Anti-Violence Against Women and Their Children) by Atty. Nogalo and Atty. Seto
- RA 7877 (The Anti-Sexual Harassment Act of 1995) by Atty. Nogalo and Atty. Seto
- RA 11313 (The Safe Spaces Act or Bawal Bastos Law) by Atty. Nogalo and Atty. Seto
- RA 11053 (Anti-Hazing Law) by Atty. Nogalo and Atty. Seto
- Legal Misconduct by Prof. Jeson P. Donque
- Referral pathway in handling reported concerns by Prof. Rowell P. Nitafan
- RA 10173 (Data Privacy Act of 2012) by Ms. Jennifer E. Sinco
- Table of Organization and Functions of Executive, Legislators, Members by Prof. Willie Jones B. Saliling
- Crafting of Ordinances and Resolutions by Prof. Willie Jones B. Saliling
- Parliamentary Procedure by Prof. Yvonne V. Saliling
- Operational Planning and setting KRAs and KPIs by Prof. Renel M. Alucilja
- Campus Organization Accreditation Process by Engr. Kristne Anne R. Candidie

"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(64)572-2623
Email: osa@usm.edu.ph
OFFICE OF STUDENT AFFAIRS



Figure 44. Pictures taken during the five days LEAP year 2.

Photos curtesy of The Mindanao Tech.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel. No. 63(64)572-2623
Email: osa@usm.edu.ph
OFFICE OF STUDENT AFFAIRS

Orientation and Meeting of Campus Organization's heads and advisers

The SDSD conducted orientation and consultative meeting on September 12, 2025 at USM Gymnasium for Campus Organization heads and advisers. This special meeting was attended by 97 student leaders and advisers.

The following agenda were being tackled: Orientation on accreditation and activity permit application; Orientation on the Pasiklaban 2025 security concerns; collections and contributions; and other concerns raised by the participants.

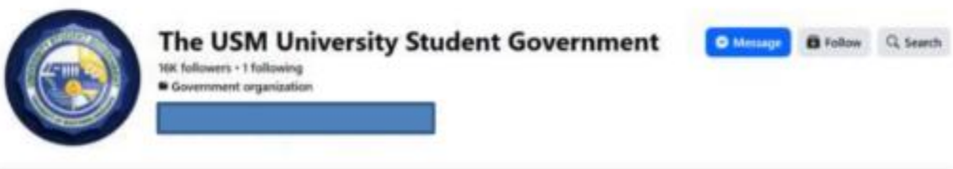



Figure 45. Pictures taken during the orientation and meeting.

I.4. The institution recognizes the right of the students to:

I.4.1. govern themselves as a student body;





services not under the direct supervision of the OSA.

Section 30. Student Discipline Section is tasked to:

a. define appropriate student conduct and decorum;
b. prescribe sanctions to erring students; and
c. provide administrative and technical support to Student Discipline Committee.

Section 31. Student Assistance and Grievance is tasked to:

a. provide timely mechanism to address student grievances; and
b. conduct regular consultation with students.

Section 32. The Office of Student Affairs, to properly coordinate with other student support services not organic to its mandate, shall serve as secretariat to the University student-related committees.

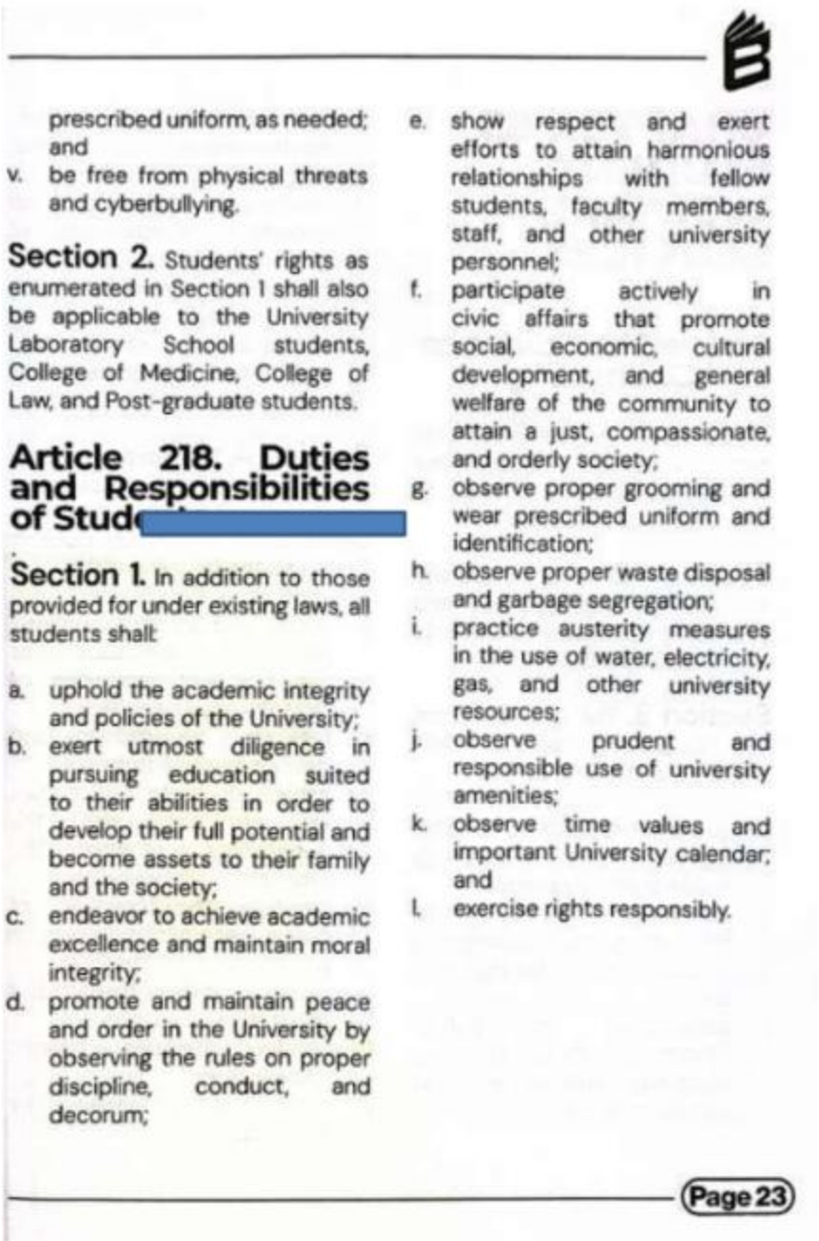
CHAPTER 62
RIGHTS AND DUTIES OF STUDENTS

Articles 217. Rights of Students

Section 1. In addition to the fundamental rights under the Constitution, and subject to the limitations prescribed by law and regulations, students of the University shall enjoy the following rights:

a. receive relevant quality education, primarily through responsive academic programs and infrastructure provisions, in line with the national goals conducive to the full development as persons with human dignity;
b. freely choose a field of study subject to existing admission and retention policies of the University;
c. access to guidance, counseling and career placement services;
d. access own scholastic records;
e. receive the pertinent services involving certificates, diplomas, transcript of

Page 21



prescribed uniform, as needed; and

v. be free from physical threats and cyberbullying.

Section 2. Students' rights as enumerated in Section 1 shall also be applicable to the University Laboratory School students, College of Medicine, College of Law, and Post-graduate students.

Article 218. Duties and Responsibilities of Stud[redacted]

Section 1. In addition to those provided for under existing laws, all students shall:

a. uphold the academic integrity and policies of the University;
b. exert utmost diligence in pursuing education suited to their abilities in order to develop their full potential and become assets to their family and the society;
c. endeavor to achieve academic excellence and maintain moral integrity;
d. promote and maintain peace and order in the University by observing the rules on proper discipline, conduct, and decorum;
e. show respect and exert efforts to attain harmonious relationships with fellow students, faculty members, staff, and other university personnel;
f. participate actively in civic affairs that promote social, economic, cultural development, and general welfare of the community to attain a just, compassionate, and orderly society;
g. observe proper grooming and wear prescribed uniform and identification;
h. observe proper waste disposal and garbage segregation;
i. practice austerity measures in the use of water, electricity, gas, and other university resources;
j. observe prudent and responsible use of university amenities;
k. observe time values and important University calendar; and
l. exercise rights responsibly.

Page 23

I.4.2. be transparent and accountable to their constituents; and

Meeting Minutes

Date and Time: June 29, 2026**, 8:00 PM - 10:00 PM**

Location: Google Meet

Attendees

1. **JOHN MCKINLEY Z. MAGUATE - President**
2. **RICKIE HAZE T. SALI - VP for Academics**
3. **LIMUEL PAGOTAISIDRO - VP for Nonacademics**
4. **JEAH MARIANNE B. CAMPOREDONDO - VP for Membership**
5. **SHION FAY KOBAYASHI - VP for Finance**
6. **CHRISANTA STENILE T. OLPOC - VP for Communication**
7. **ALEXI MARGUERITTE PALMES - VP for Graphics and Publication**
8. **TED GABRIEL M. BAIR - Regional Federation Representative**
9. **HAMDAN D. KARNAIN - Secretary General**

Absentee

1. **MARK CASTRO - VP for Audit**

Agenda

1. **Federation Orientation and Introduction**
2. **Presentation of Federation Branding and Official Materials**
3. **Committee Project Proposal Presentations**
4. **Activity Scheduling and Annual Planning**
5. **Other Matters**

Meeting Notes

- The meeting was called to order by 8:15 pm.
- A prayer was observed by 8:16 pm.
- The giving of overview by the president started at 8:17 pm.

Agenda Item	Discussion Points	Action Items
Federation Orientation and Introduction	Federation name, tagline, mission and vision	The President explained the Rationale of the new federation name. Pres: Luciole Federation is derived from the french word “La Luciole”, which means firefly. Thus, the symbol of this federation is a firefly. It embodies the values and visions of new leadership, new light, new hope, and new beginning. With 8 YES votes, 0 NO votes, and 1 Abstention, the supreme officials approved the *Luciole* as

		the official federation name of JPIA USM for the S.Y. 2026-2027 through Vote by Voice. The president presented the initial tagline/theme of the federation as "Guided by Hope, United in Purpose, Carrying the Light forward." The tagline/theme was approved by the supreme officials with no alterations. The President presented the Vision/Mission of the federation. With no contentions on both the Vision and the Mission, it was approved by the Supreme Officials.
Presentation of Federation Branding and Official Materials	Logo design, T-Shirt	7 Logos were presented by the president. The floor was opened for voting on which logo will be used by the Federation. The President voted for logo number 1, VP for Academics voted for logo number 3, VP for Non-academics voted for logo number 6, VP for Finance voted for logo number 2, VP for Graphics and Publication voted for logo 1, VP for Communication voted for logo 1, Regional Federation Representative voted for logo 1, VP for Membership voted for logo 1. With a total votes of 5, logo 1 was chosen as the official logo of the federation. The T-shirt design was then presented. RFR

		Ted reminded the body that the USM flag is similar to the color scheme of the logo. VP for Non-academics suggested to minimize the logos in the back of the shirt. The voting as to the texture of the Shirt shall be voted later on as agreed upon by the Supreme Official. The final design for the Federation shirt shall be determined on a later date. The shirt layout that shall be prepared will be 3 designs (polo shirt, sublimation, and cotton) The president then presented the initial Lanyard design. VP for Non-academics suggested color green to be a better theme. The font color was suggested to be bolder by VP for Membership. The VP for Non-academics suggested to remove the CBDEM text of the lanyard and replace it with the federation tagline. The payment method was raised by the VP for Finance. She suggested that the federation will 1st release the lanyard before the Shirts. The preorder for Lanyard will be on July 17. The voting and pre order of shirt design will be during the Freshmen Salubong.

Committee Project Proposal Presentations	KPI Alignment, Programs and Project Proposals (Expected Budget & Source), Assignment of Committees per Activity, Activity to be retained from last year (prep the activities last year)	The President yielded the floor to VP for Academics. The VP for academics presented the following in her proposals. ● FAR: A File Archive for Reviewers (will start 2 weeks after class) ● CPA Journey Seminar: Preparing for the road to becoming a certified public accountants. (2nd semester) ● Project A.I.D: Accounting Innovation and Digitalization (1st semester via online) ● Beyond the Veil: Exploring Specialized Certifications in Accounting (webinar) ● Aralkada 2.0 A Peer Tutoring Program (● CMA and FMAA Quizbowl V2: Rekindling Before proceeding the Secretary General asked the body if they are willing to extend the meeting and up until when. The body decided to extend it until all agendas are exhausted. The meeting proceed with the VP for Non-academics presentation of proposed activities. The VP for Non-academics presented the following: ● Freshmen Panag-abot (1st semester) ● JPIA Acquaintance Party (2nd Sem)

		The floor was yielded to the VP for Membership. Her plans include the following: ● Project PUNLA (December) ● Pamphlet Distribution (1st day of class) The floor was yielded to the VP for Finance. Her plan included the following ● Digital Transparency Platforms The floor was yielded to the VP for Communication. Her Plans included the following; ● JPIA Communications Hub ● Member Generated Content Program The floor was yielded to the President. His plans included the following: ● Project Balangkas: Orientation of Thesis Outline
Activity Scheduling and Annual Planning	Calendar of Activities,	The Secretary General raised a concern on whether we will adopt activities from previous federations. The following were tabled for consideration and discussion in the next meeting: ● Pagpapatibay ● LED Cup ● YEA/Send Off Party/Testimonial Dinner The final calendar of

		activities will be made in the next meeting. With regard to Regional and National activities, meeting will follow after the announcement of the National and Regional Federation.
Other Matters	Committee Membership, Launching of Federation, Interns Shirt, Pinning Ceremony, Creative Heads Matter	Application for membership is done through google form. The interview depend on the VP if they want to do so. The President opened the discussion on the launching of federation. The decisions on the relevant information regarding the launching was given solely to the President and the VP for Graphics and Publication. With regard to interns shirt, the 4th years will have to vote on whether they will have an OJT uniform or not The supreme officials shall elect 4th year students to take care of OJT interns uniform. The voting will be on July 13. The pinning ceremony will happen on Aug 21. The department or faculty of accountancy shall be informed that the start of deployment shall only happen on August 28. All projects that involve the Graphics and Publication Committee shall give due credits of creatives head to relevant individuals.

Next Meeting

Scheduled for July 20, 2026, at 8:00 PM via Google Meet.

Adjournment

The meeting was adjourned at 12:15 PM.

Prepared by:

Hamdan D. Karnain
Secretary General

For clarifications, please contact **Hamdan Karnain** at **s.hdkarnain@usm.edu.ph**.

I.4.3. be represented in various form where the students need to be consulted.

PASIKLABAN 2026



The JPIA-USM Chapter took part in Pasiklaban 2026, a university sports, arts, and academic competition, and its members placed in several events. The chapter was champion in Patintero, a first runner-up in Debate (Hamdan Karnain, Edrian Esparagosa, and John Wayne Yuro), and Al-Yasheer Dimaampao placed second in Essay Writing. Kyla Sophia Rabara was third runner-up in Canvas Painting, and the chapter also joined the Tug of War. More than 15 other entries are listed in the post. Accountancy students represent the department in sports, the arts, and academics, so their participation goes beyond their core courses.

2026 *Komunikasyon: Statistics as Building Blocks for a Better Future*



JPIA-USM secured 3rd place in the IDEA CTRL: CBMS Innovation Challenge during Komunikasyon 2026, held on October 15, 2026 at the University of Southern Mindanao, Kabacan, Cotabato. The team members were Khrystel C. Pergura, Ina Vei Ancheta, Maria Liza Villacarlos, Sharleen Y. Brasileño, and Cris John Enerio. The result shows that the students can apply analytical and problem-solving skills in an innovation competition on statistics, which supports the department's focus on data-driven decision-making.

PRAYER MEETING

Junior Philippine Institute of Accountants - USM Chapter
4 days ago ·

By God's grace, you are almost there, future CPAs!

Before the long-awaited moment of see... See more



JPIA-USM organized a prayer meeting for the October 2026 CPA Licensure Examination takers on Thursday, October 22, 2026, from 3:30 to 5:00 PM at the CBDEM AVR, with an online option through Google Meet. The post encouraged the examinees with the message "By God's grace, you are almost there, future CPAs." The activity gave spiritual and emotional support to the graduates before the exam, and it shows the organization's care for its members' well-being as well as their academic success.

Audivance — Audit. Organize. Advance.



Audivance is an offline audit workspace introduced by the chapter on September 19. The post walks users through setting up a local account and an organization profile, and it shows the dashboard and the treasury module, with more than 25 additional screens in the post. Since it works locally, it needs no internet connection. The tool helps student organizations keep their audit records organized and accessible, and it supports the audit manual and compliance work for the student body. The post drew over a hundred reactions, which shows interest from the students.

I.5. The institution ensures transparency in the development/revision of guidelines and procedures for the student council/government.

University of Southern Mindanao
College of Business Development Economics and Management
Accountancy Department
Junior Philippine Institute of Accountants
LUCIOLE FEDERATION

Memorandum No. 002
Series of 2026

To: **ALL SUPREME OFFICIALS OF JPIA-USM LUCIOLE FEDERATION**

Subject: **SECOND FEDERATION MEETING AND STRATEGIC PLANNING SESSIONS**

From: **HAMDAN D. KARNAIN**
Secretary General

Date: **June 30, 2026**

Following the successful conduct of the First Federation Meeting, the federation shall convene its Second Federation Meeting to deliberate on the remaining organizational matters necessary for the effective commencement of federation operations. This meeting shall focus on the review and approval of the proposed Calendar of Activities, presentation of the federation's official color scheme, accreditation matters, and the crafting and adoption of resolutions to formalize decisions reached by the body.

All Supreme Officials are hereby directed to attend the meeting fully prepared for deliberations. Vice Presidents, committee heads, and concerned officers shall review the proposed Calendar of Activities and be prepared to provide recommendations, amendments, and other pertinent inputs during the discussions. Officers assigned to present specific agenda items shall ensure that all necessary materials and presentations are prepared prior to the meeting to facilitate productive deliberations.

Agenda

1. Discussion of Activities Not Included During the First Federation Meeting
2. Review and Approval of the Calendar of Activities
3. Presentation of the Official Federation Color Scheme
4. Federation Accreditation
5. Crafting and Adoption of Resolutions
6. Other Matters

For your information, guidance, and compliance.

University of Southern Mindanao
College of Business Development Economics and Management
Accountancy Department
Junior Philippine Institute of Accountants
LUCIOLE FEDERATION

Notice of Meeting

June 30, 2026

Re: Second Federation Meeting

To: **PRES. JOHN MCKINLEY Z. MAGUATE**
VP RICKIE HAZE T. SALI
VP LIMUEL PAGOTAISIDRO
VP JEAH MARIANNE B. CAMPOREDONDO
VP SHION FAY KOBAYASHI
VP MARK CASTRO
VP CHRISANTA STENILE T. OLPOC
VP ALEXI MARGUIRETTE PALMES
RFR TED GABRIEL M. BAIR

WHEREAS, pursuant to Memorandum No. 002, Series of 2026, the **JPIA–USM Luciole Federation** shall convene its Second Federation Meeting to continue organizational planning and deliberate on matters necessary for the effective implementation of federation programs and initiatives;

WHEREAS, the meeting has been scheduled on **July 20, 2026**, from **8:00 pm** to **10:00 pm** via **Google Meet** https://meet.google.com/owe-ejwj-sab;

WHEREAS, the meeting shall include the discussion of remaining activities not taken up during the First Federation Meeting, the review and approval of the proposed Calendar of Activities, presentation of the federation's official color scheme, accreditation matters, and the crafting and adoption of resolutions;

NOW THEREFORE, all Supreme Officials are hereby directed to attend the meeting punctually, actively participate in the deliberations, and be prepared to provide recommendations and vote on matters requiring the approval of the federation.

Agenda

1. Review and Approval of the Calendar of Activities
2. Presentation of the Official Federation Color Scheme
3. Federation Accreditation
4. Crafting and Adoption of Resolutions
5. Other Matters

Prepared by:

Hamdan D. Karnain
Secretary General

For clarifications, please contact **Hamdan Karnain** at mobile number **09536388258** or **s.hdkarnain@usm.edu.ph**

BACHELOR OF SCIENCE IN
MANAGEMENT ACCOUNTING



SUPPORT TO STUDENTS

I.6. The institution implements gender and disability sensitive rules and regulations published in a Student Handbook/Manual acceptable to students.



Article 252. Gender and Development

Section 1. The University, through the University Gender and Development Office, shall ensure the equal opportunities to students regardless of gender orientation while embodying the good values and adherence to the policies set forth on the proper conduct and ethical standards for the students.

I.7. Sanctions are enforced for misconduct such as but not limited to acts of vandalism, hazing, bullying, libelous statements and other negative acts that threaten peace and order inside and outside the school premises.

CHAPTER 70 STUDENT CONDUCT AND DISCIPLINE

Article 254. General Provisions

Section 1. Every student shall obey the laws of the land, the rules and regulations of the University, and the accepted standards of society.

Section 2. The stipulation of offenses or breaches of discipline in this Code shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the duly instituted authorities of the University offices of the University President, Deans, Directors, or by the Committee on Student Discipline.

Section 3. The provisions of this Chapter shall apply to all bonafide students of the University and, by analogy or as far as practicable, to the laboratory school students, for offenses committed within the university campus and outside if in the latter, the violation was committed while performing a university- sponsored or sanctioned activity or where the misconduct affects the good name or reputation of the University.

Section 4. These Rules shall be liberally construed in order to promote their objective in obtaining a just, speedy, fair and inexpensive disposition of cases. Investigations shall be conducted without strict recourse to technical rules of procedure and evidence to judicial proceedings.

Article 255. Norms of Conduct and Discipline

Section 1. The following norms of conduct and discipline shall be expected from the students at the University:

a. Moral uprightness
b. Disciplined
c. Ethical
d. Civic mindedness and patriotism
e. Nature lover; and
f. Acting according to the generally accepted norms and

societal principles.

Article 256. Basis of Discipline

Section 1. Every student shall observe and abide by the laws of the land and the policies and regulations of the University.

Section 2. Every student shall observe his/her pledge of loyalty to the University.

Section 3. All students should adhere to the policies, rules, and regulations of the University and the provisions of this code. As such, all students are mandated to follow the provisions of this Code shall exercise candor, prudence, and faithfully ensure compliance hereof.

Article 257. Grounds for Student Disciplinary Actions and Penalties

Section 1. NO student of USM shall be subjected to disciplinary action except for just causes as provided in this code, other laws, and regulations and only after due process.

Section 2. The grounds for student disciplinary action with its corresponding penalties are classified as grave, less grave, and light, depending on the nature of offense and its effects.

Section 3. The penalties under these rules shall be without prejudice to the filing of appropriate civil or criminal charges against the respondent(s).

Section 4. The following are grave offenses with their corresponding penalties:

1. Prohibited drug trafficking and sale of prohibited drugs
   - 1st offense- Expulsion from the University

2. Use or possession of prohibited drug
   - 1st offense – Suspension for one (1) school year to expulsion
   - 2nd offense – Expulsion from the University

3. Malversation of University or University-sanctioned student funds or property.

a. Involving a total amount of not more than P25,000.00
   - 1st offense – Suspension of one (1) semester to one (1) year and restitution of funds/property stolen.
   - 2nd offense – Expulsion from the University and restitution of funds property stolen.

b. Involving a total amount of more than P25,000.00
   - 1st offense – Suspension for one (1) year to expulsion and restitution of funds/ property stolen.
   - 2nd offense – Expulsion from the University and restitution of funds/ property stolen. The restitution of the misappropriated funds or property is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.

4. Sexual Harassment, act of lasciviousness, and seduction
   - 1st offense – Suspension of one (1) semester to one (1) year
   - 2nd offense – Expulsion from the University

5. Sexual Harassments, acts of lasciviousness, and seduction shall include the following:

a. Unwanted touching of private parts of body (inner thighs, genitalia, buttocks, and breast);
b. Sexual assault;
c. Malicious touching; and
d. Other analogous cases.
   - 1st offense – Expulsion from the University

6. Rape at any stage of execution
   - 1st offense – Expulsion from the University

7. Hazing or any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit such as military training, ROTC, Boy/Girl Scout, and the like, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization, including but not limited to, paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, trainee, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse or endanger, by requiring a recruit, neophyte, trainee, or member to do menial, silly, or foolish tasks. For this purpose, the members who, being present, and with full knowledge of the acts constituting hazing being committed in their presence, shall be liable, whether they participated in the act of hazing or not. The officers of the organization, society, or group shall equally be liable, whether present or not.
   - 1st offense - Suspension for one (1) semester to one (1) year for the respondent(s) and suspension of the recognition/accreditation of the concerned organization, for a similar period
   - 2nd offense - Expulsion from the University of the respondent(s) and banning of the concerned organization from the University.

   Where the hazing committed shall cause the death of a neophyte, the respondent(s) shall be meted with expulsion on the first offense without prejudice to the filing of appropriate court charges against the respondent(s

8. Forging of signatures, falsification of public documents, perjury, false testimony, and misrepresentation of facts, tampering of official records and documents, and unauthorized solicitation, other acts of fraud and illegal exaction or transaction.
   - 1st offense – Suspension for one (1) year to Expulsion
   - 2nd offense – Expulsion

9. Serious physical injuries
   - 1st offense – Suspension for one (1) year to expulsion and payment for damages
   - 2nd offense – Expulsion and payment for damages as the case may be.

   The payment of damages is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.

10. Assault upon a person in authority and/or their agents
    - 1st offense – Suspension for one (1) semester to one (1) year
    - 2nd offense – Expulsion

11. Robbery at any stage of execution
    - 1st offense – Suspension for one (1) year to expulsion, and restitution of things stolen and/or payment of damages.
    - 2nd offense – Expulsion and restitution of the thing(s) stolen/and/or payment of damages.

    The restitution of the stolen property or payment of damages is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.

12. Theft
    - 1st offense – Suspension for one (1) semester to one (1) year and restitution of the thing stolen.
    - 2nd offense – Expulsion and restitution of the thing(s) stolen.

    The restitution of the stolen property or payment of damages is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.

13. Grave misconduct, being notoriously undesirable or conduct grossly prejudicial to the best interest of the University such as but not limited to threats, intimidation, coercion, and all forms of bullying against any student, faculty member, or University official, including members of the staff personnel and/or security force, committed by word, deed, or any other means and in any form, including the social media, of such nature as to cause fear, anxiety, or grave emotional or psychological distress, whether the same occurs within or outside the premises of the University.
    - 1st offense – Suspension for one (1) semester to one (1) year
    - 2nd offense - Expulsion from the University

14. Unauthorized possession of firearms and/or other deadly weapons with no justifiable reasons
    - 1st offense – Suspension for one (1) semester to one (1) year
    - 2nd offense – Expulsion from the University

15. Grave threat
    - 1st offense - Suspension for one (1) semester to one (1)

year
- 2nd offense - Expulsion from the University

16. Bribery
- 1st offense - Suspension for one (1) semester to one (1) year
- 2nd offense - Expulsion from the University

17. Extortion or illegal exaction
- 1st offense - Suspension for one (1) semester to one (1) year
- 2nd offense - Expulsion from the University

18. Forging or tampering of university records or transfer forms, securing, or using forged transfer credentials, or any material misdeclaration in the admission application or enrollment form or any other document required for admission or enrollment.
- 1st offense - Suspension for one (1) semester to one (1) year
- 2nd offense - Expulsion from the University

Section 5. The following are less grave offenses with their corresponding penalties:

1. Offenses against decency and good customs, such as, immoral doctrines, obscene publications and exhibitions, and other similar offenses
- 1st offense – Suspension for thirty (30) days to one (1) semester
- 2nd offense – Suspension for one (1) semester to one (1) year
- 3rd offense – Expulsion

2. Less Serious Physical Injuries
- 1st offense - Suspension for thirty (30) days to one (1) semester
- 2nd offense - Suspension for one (1) semester to one (1) year
- 3rd offense - Expulsion

3. Sexual Harassment, act of lasciviousness, and seduction that include:

a. Unwanted touching or brushing against a victim's body;
b. Pinching not falling under grave offenses;
c. Derogatory or degrading remarks or innuendos directed toward the members of one sex or one's
d. sexual orientation or used to describe a person;
e. Verbal abuse or threats with sexual overtones; and Other analogous cases.
- 1st offense: Suspension for one (1) semester to one (1) school year
- 2nd offense: Expulsion

4. Vandalism including destruction of university property and other malicious mischief
- 1st offense – Suspension for thirty (30) days to one (1) semester and payment of damages, restitution of the whole span of tarnished property or both
- 2nd offense – Suspension for one (1) semester to one (1) year and payment of damages, restitution of the whole span of tarnished property or both
- 3rd offense – Expulsion and obligation to pay damages, restitution of the whole span of tarnished property or both

The restitution of the damaged property or payment of damages is a prerequisite to readmission if suspended or issuance of clearance from the University if expelled.

5. Illegal assembly/association as defined by law
- 1st offense – Suspension for thirty (30) days to one (1) semester
- 2nd offense – Suspension for one (1) semester to one (1) year
- 3rd offense – Expulsion

6. Disobedience of lawful order of persons in authority and/or their agents or violation of University rules
- 1st offense – Suspension for thirty (30) days to one (1) semester
- 2nd offense – Suspension for one (1) semester to one (1) year
- 3rd offense – Suspension for one (1) year to expulsion

7. Libel or unlawful use of means of publication and unlawful/false utterances as defined by law
- 1st offense – Suspension for thirty (30) days to one (1) semester
- 2nd offense – Suspension for one (1) semester to one (1) year
- 3rd offense – Expulsion

When committed using internet or social media:
- 1st offense – Suspension for one (1) semester to one (1)

year
- 2nd offense – Expulsion

8. Plagiarism in any acts or form.
- 1st offense - Suspension for thirty (30) days to one (1) semester
- 2nd offense - Suspension for one (1) semester to one (1) year
- 3rd offense - Expulsion from the University

9. Cyberbullying
- 1st offense - Suspension for thirty (30) days to one (1) semester
- 2nd offense - Suspension for one (1) semester to one (1) year
- 3rd offense - Expulsion from the University

Cyberbullying refers to bullying conducted through technology or electronic means, encompassing actions that lead to harassment, intimidation, or humiliation. This includes, but is not limited to, activities carried out via text messages, email, instant messaging, chat platforms, the internet, social media, online games, or other digital formats or platforms.

Section 6. The following are light offenses with their corresponding penalties:

1. Insulting, uttering defamatory or derogatory remarks or flagrant indecency in language against a fellow student
- 1st offense – Suspension for one (1) week to one (1) month
- 2nd and subsequent offenses – suspension for thirty (30) days for each offense

2. Drunkenness within the premises of the university
- 1st offense – Suspension for one (1) week to one (1) month
- 2nd offense – suspension for thirty (30) days to one (1) semester
- Subsequent offenses – Suspension for one (1) semester for each offense

3. Sexual Harassment, act of Lasciviousness, and seduction that include:

a. Surreptitiously looking or stealing a look at a person's private part or worn undergarments.
b. Telling sexist/smutty jokes or sending these through text, electronic mail, or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or, even without such advice when they are but their nature clearly embarrassing, offensive or vulgar.
c. Malicious leering or ogling.
d. The display of sexually offensive pictures, materials, or graffiti.
e. Unwelcome sexual flirtation, advances, propositions;
f. Unwelcome inquiries or comments, about a person's sex life;
g. Making offensive hand or body gestures at an employee;
h. Persistent unwanted attention with sexual overtones;
i. Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense, or insult to the receiver; and
j. Other analogous cases.
- 1st Offense – Reprimand
- 2nd Offense – Suspension for one (1) semester to one (1) school year
- 3rd Offense – Expulsion

4. Slight physical injuries
- 1st offense – Suspension for one (1) week to one (1) month
- 2nd offense – Suspension for thirty (30) days to one (1) semester
- 3rd offense – Suspension for one (1) year to expulsion

5. Fighting or resorting to physical force or violence
- 1st offense – Suspension for two (2) weeks to one (1) month
- 2nd offense – Suspension for thirty (30) days to one (1) semester
- 3rd and subsequent offenses – Suspension for one (1) semester to one (1) year for each offense

6. Gambling/Betting
- 1st offense – Suspension for one (1) week to one (1) month
- 2nd and subsequent offenses – Suspension for thirty (30) days to one (1) semester for each offense

7. Cheating during an examination or quiz
- 1st offense – Automatic failing grade in the

I.8. Grievance Committee is established to ensure due process in dealing with students' misconduct.

CHAPTER 71
RULES IN THE CONDUCT OF INVESTIGATION OF STUDENT DISCIPLINARY CASES

Article 259. University and College Committee on Student Discipline

Section 1. There shall be a University

Committee on Student Discipline composed of:

a. OSA Director as Chairperson;
b. Two (2) representatives from USG as members;
c. Dean(s) from the academic unit/s where the respondent(s) and complainant(s) is/are enrolled; and
d. University Guidance Counselor as non-voting member

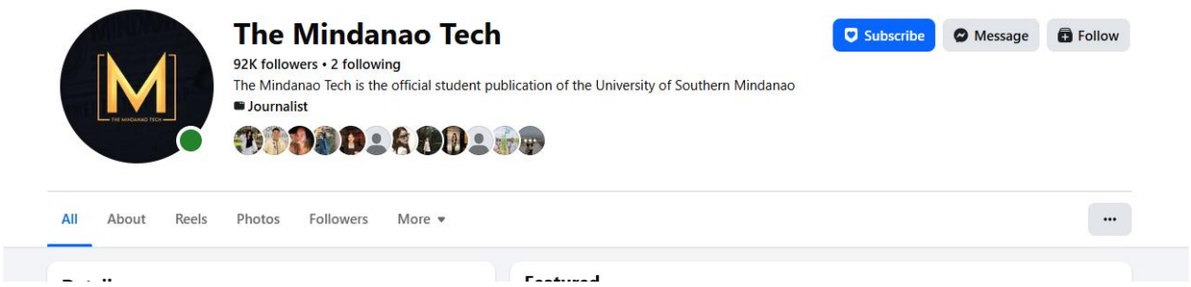
Section 2. There shall be an Academic Unit Conciliation, Mediation and Arbitration Committee to be chaired by the Director of Office of Student Affairs. The Committee shall be composed of:

a. Designated College Guidance Coordinator where the complainant/s is/are enrolled, as chairperson;
b. OSA representative other than the OSA Director;
c. The Local Student Government (LSG) Governor of the concerned academic unit or authorized representative.
d. Department Chairperson(s) from the academic unit/s where the respondent(s) and complainant(s) is/are enrolled.
e. Any lawyer from the Office of the Legal Services.

Section 3. In case a member of the committee is the one involved in the case, the committee chairperson or any competent authority may recommend the replacement of such member to be approved by the Committee en banc.

I.9. The institution supports the establishment and implementation of student publication as provided for in R.A. 7079, otherwise known as "Campus Journalism Act of 1991" and other media forms.





I.10. The production/publication of a yearbook is encouraged.

