# AREA IV

# SUPPORT TO STUDENTS

**S.1. The institution has a system of accreditation, monitoring and evaluation of student organizations.**

UNIVERSITY OF SOUTHERN MINDANAO

MANAGEMENT OF STUDENT CAMPUS ORGANIZATIONS PROCEDURE

| Document No. | USM-OSA-003-Rev. 03.2025.05.05 | Rev. No. | 3 | Page 1 of 5 |
|---|---|---|---|---|

| EFFECTIVE DATE | REV. NO. | REVISION TYPE | CHANGE DESCRIPTION | PAGE AFFECTED | ORIGINATOR |
|---|---|---|---|---|---|
| May 5, 2025 | 3 | Partial | Revision in the procedure and addition of documentary requirements for registration/accreditation | ALL | KATHLEEN MAE B. ALUCILJA<br>KRISTINE ANNE R. CANDIDIER |
| August 31, 2021 | 2 | ALL | Reviewed and amended in consideration with New Normal Protocols | ALL | YVONNE V. SALILING<br>KATHLEEN MAE B. ALUCILJA |
| February 15, 2018 | 1 | ALL | Reviewed and amended in accordance to the QMS requirements | ALL | NICOLAS A. TURNOS |
| July 4, 2016 | 0 | New | Newly established in accordance to the Quality Management System requirements | ALL | NICOLAS A. TURNOS |

| Prepared by: | Reviewed by: | Approved by: | DCC USE ONLY<br>DOCUMENT CONTROL INDICATOR |
|---|---|---|---|
| KATHLEEN MAE B. ALUCILJA<br>KRISTINE ANNE R. CANDIDIER<br>Name and Signature | CONCEPCION E. MAGALLON<br>Name & Signature | LAWRENCE ANTHONY DOCLENTE, PhD<br>Name & Signature | MASTER COPY 0036-DCC |

UNCONTROLLED

ELECTRONICALLY RELEASED
2025.10.07

## 1.0 PURPOSE

This Management of Student Campus Organizations Procedure is to have a uniform and systematic process in managing student organizations in the University. This procedure allows the student leaders to understand the processes and requirements to have organizations and activities recognized by the Office of Student Affairs.

## 2.0 SCOPE

The procedure applies to all student campus organizations who would like to seek recognition of their existence in the University. The procedure includes the registration, accreditation, conduct/participate off-campus/campus/online activities, monitoring and evaluation of student campus organizations.

## 3.0 DEFINITION OF TERMS

3.1 **Academic Organization** refers to an organized group of students, whose nature of activities is academic-related. This has two categories: (a) Program - Base Academic Organization refers to an organization anchored on a certain program offering, and (b) Non Program-Base Academic Organization refers to an academic oriented organization but not program specific.

3.2 **Accreditation** is the process of officially recognizing a group of students to function as organization in the University in a given semester.

3.3 **Activity** is something or a condition in which things are happening or being done. Activity can be in a form of but not limited to: programs, seminars, conferences, meetings, fund raising, information drive, contests, etc. An activity can either be conducted or participated by an organization.

3.4 **Campus Activity** is an activity conducted inside the University.

3.5 **Constitution and By-laws** refers to the fundamental principles that govern the existence and operation of an organization.

3.6 **Fraternity/Sorority** refers to an organization, a society, a club, a brotherhood or sisterhood associated together for a common goals and aspirations.

3.7 **Non-academic Organization** refers to an organized group of students, whose nature of activities is not academic-related.

3.8 **Off - Campus Activity** is an activity conducted outside the University.

3.9 **Online/Virtual Activity** is an activity conducted virtually using different platforms.

3.10 **Organization** refers to an organized body of students with a particular purpose, especially a business, society, association, etc.

3.11 **Registration** is the process of officially recognizing a group of students to function as organization in the University.

3.12 **Religious Organization** refers to a religious group of students existing in the University campus.

3.13 **Student Campus Organization** refers to any group of students that is duly registered at the Office of Student Affairs (OSA) and recognized to operate as an organization in the University campus.

3.14 **Student Government** is a group of students who leads the studentry. University Student Government serves the whole University studentry, Local Student Government serves a specific college, and Autonomous Student Government serves the students in other campuses.

3.13 **University** refers to USM that offers courses leading to various degree programs.

## 4.0 REFERENCES

4.1 USM Student Manual
4.2 USM Code
4.3 USM Student Handbook
4.4 CHED Memorandum Order
4.5 USM Quality Management System Manual

## 5.0 RESPONSIBILITY AND AUTHORITY

5.1 Student Campus Organization set of officers and adviser/s shall be responsible in filing documents for application for registration/accreditation and permit of conduct or participating an activity.

UNCONTROLLED

This document is a sole property of UNIVERSITY OF SOUTHERN MINDANAO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from the University.
Only documents with standard signatures of USM are considered official.

MASTER COPY

5.2 Student Development Services Division (SDSD) Head and other assigned OSA Staff shall facilitate the accomplished application forms and documents submitted to the Office of Student Affairs.

5.3 The Director of the Office of Student Affairs will be the approving authority for all applications filed in the OSA, except for the Off-Campus Activities wherein the OSA Director shall be the recommending authority and the approval shall be from the Office of the Vice President for Academic Affairs.

## 6.0 PROCEDURE DETAILS

6.1 Registration/Accreditation for Student Campus Organizations

6.1.1 All newly organized student groups shall be registered to the Office of Student Affairs and shall be categorized either of the following:

- Student Government
- Academic Organization
- Non - Academic Organization
- Religious Organization
- Fraternity/Sorority

6.1.2 All registered student campus organizations shall be accredited every semester to the Office of Student Affairs.

6.1.3 Registration is valid for as long as the organization stays accredited. Organizations who fail to be accredited for four (4) consecutive semesters shall file for re-registration of their organization.

6.1.4 The head or any representative of the student campus organization applying for registration or accreditation shall accomplish the Registration/Accreditation for Student Campus Organization form (USM-OSA-F06-Rev.02.2025.05.05). The head or representative of the organization shall submit the duly accomplished forms together with the following requirements for registration/accreditation to the OSA:

6.1.4.1 Constitution and By-Laws (CBL) of the organization, notarized & certified true copy. Student Governments are not required to submit CBL, unless there will be an approved revision in their CBL.

6.1.4.2 Semestral Summary Accomplishment Report - Campus Organization (USM-OSA-F43-Rev.0.2025.05.05)/Student Government (USM-OSA-F44-Rev.0.2025.05.05), Narrative Accomplishment Report (USM-OSA-F45-Rev.0.2025.05.05), Approved Student Activity Permit (OSA/USM-F37-Rev.01.2025.05.05) Student Activity Completion Form (USM-OSA-F13-Rev.01.2025.05.05), Activity Evaluation Form (USM-OSA-F60-Rev.0.2025.05.05), Semestral Summary Financial Report - Campus Organization (USM-OSA-F46-Rev.0.2025.05.05)/Student Government (USM-OSA-F47-Rev.0.2025.05.05), Liquidation Report (USM-OSA-F48-Rev.0.202.05.05), Semestral Summary Property Report - Campus Organization (USM-OSA-F49-Rev.0.2025.05.05)/Student Government (USM-OSA-F50-Rev.0.2025.05.05) Pictures of Property Report (USM-OSA-F49-Rev.0.2025.05.05) and Property Acknowledgement Receipt (USM-OSA-F59-Rev.0.2025.05.05) if applicable, including attachments, of the previous semester for which the organization is accredited, duly signed by the previous Head and Adviser/s of the organization (for accreditation application only)

6.1.4.3 Semestral Summary Action Plan - Campus Organization (USM-OSA-F52-Rev.0.2025.05.05)/Student Government (USM-OSA-F53-Rev.0.2025.05.05) and Narrative Action Plan (USM-OSA-F54-Rev.0.2025.05.05) for the current semester.

6.1.4.4 Resolution for the endorsement of adviser/s

6.1.4.5 Budget Appropriations Act/Ordinance (for Student Government) for the current semester

6.1.4.6 Budget Appropriations Resolution (for Academic, Non-academic, Religious, Fraternity/Sorority ) for the current semester

6.1.4.7 Screenshot of the Facebook Page (USM-OSA-F58-Rev.0.2025.05.05), including the facebook URL, of the organization

6.1.4.8 List of Officers and Adviser/s contact information and 2x2 ID picture (USM-OSA-F55-Rev.0.2025.05.05).

UNCONTROLLED COPY

This document is a sole property of UNIVERSITY OF SOUTHERN MINDANAO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from the University.
Only documents with standard signatories of USM are considered official.

6.1.4.9 Membership Form (USM-OSA-F56-Rev.0.2025.05.05) first semester only unless there are additional members for the second semester, Summary of Members (USM-OSA-F56-Rev.0.2024.05.05), and Members Information Sheet (USM-OSA-F57-Rev.0.2025.05.05).

6.1.5 Submission of the documents to the OSA shall be either On-site or Online.

6.1.5.1 On-site submission requires originally signed hard copy of the documents.

6.1.5.2 Online submission requires to submit through the SDSD official email, carbon copy (cc) all signatories, wherein only DICT Digital signatures of Advisers will be accepted for online submission. USM official email address shall be used for all online transactions.

6.2 Permits for Student Activities

6.2.1 All student activities shall have an approved permit . Activities shall be classified either Campus Activity, Off-Campus Activity or Online/Virtual Activity.

6.2.2 The Head or any representative of an organization applying for a permit to conduct or participate in any activity shall accomplish and submit the Student Activity Permit Form (OSA-USM-F37 Rev.01.2025.05.05). Additional documents shall be required if deemed necessary.

6.2.3 Submission of the documents to the OSA shall be either On-site or Online.

6.2.3.1 On-site submission requires originally signed hard copy of the documents.

6.2.3.2 Online submission requires to submit through the SDSD official email, carbon copy (cc) all signatories, wherein only DICT Digital signatures of Advisers will be accepted for online. USM official email address shall be used for all online transactions. Online transaction shall not be used for Off-Campus Activities.

6.2.4 The OSA Director shall approve the Permit for Student Activities upon endorsement of the SDSD Head and/or personnel, except that for Off-Campus Activities where the OSA Director recommends the approval to the VPAA as the approving authority.

6.3 Monitoring and Evaluation

6.3.1 After the conduct of the approved activity, the organization shall be required to submit the Student Activity Completion Form (USM-OSA-F13-Rev.01.2024.03.03), Activity Evaluation Form (USM-OSA-F60-Rev.0.2025.03.03) and attached documents deemed necessary.

## 7. RECORDS RETENTION AND DISPOSAL

7.1 Three year records of a registered and accredited Student Campus Organization shall be kept by SDSD. Records beyond three years shall be disposed properly.

7.2 Disposal shall be done through shredding with the permission and authorization of the Management Representative (MR).

## 8. FORMS AND RECORDS

8.1 Registration/Accreditation for Campus Organization (USM-OSA-F06-Rev.02.2025.05.05)
8.2 Student Activity Permit (OSA-USM-F37-Rev.01.2025.05.05)
8.3 Student Activity Completion Form (USM-OSA-F13-Rev.01.2025.05.05)
8.4 Documentary Checklist for Registration/Accreditation for Student Organization (USM-OSA-F40-Rev.0.2025.05.05)
8.5 Campus Organization Semestral Summary Accomplishment Report (USM-OSA-F41-Rev.0.2025.05.05)
8.6 Student Government Semestral Summary Accomplishment Report (USM-OSA-F42-Rev.0.2025.05.05)
8.7 Narrative Accomplishment Report (USM-OSA-F43-Rev.0.2025.05.05)
8.8 Campus Organization Semestral Summary Financial Report (USM-OSA-F44-Rev.0.2025.05.05)
8.9 Student Government Semestral Summary Financial Report (USM-OSA-F45-Rev.0.2025.05.05)
8.10 Liquidation Report (USM-OSA-F46-Rev.0.2025.05.05)
8.11 Campus Organization Semestral Summary Property Report (USM-OSA-F47-Rev.0.2025.05.05)
8.12 Student Government Semestral Summary Property Report (USM-OSA-F48-Rev.0.2025.05.05)
8.13 Pictures of Property Report (USM-OSA-F49-Rev.0.2025.05.05)
8.14 Campus Organization Semestral Summary Action Plan (USM-OSA-F50-Rev.0.2025.05.05)
8.15 Student Government Semestral Summary Action Plan (USM-OSA-F51-Rev.0.2025.05.05)
8.16 Narrative Action Plan (USM-OSA-F52-Rev.0.2025.05.05)
8.17 List of Officers and Adviser/s Contact Information (USM-OSA-F53-Rev.0.2025.05.05)

UNCONTROLLED
This document is a sole property of UNIVERSITY OF SOUTHERN MINDANAO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from the University.
Only documents with standard signatories of USM are considered official.
VALID COPY

8.18 Summary of Members (USM-OSA-F54-Rev.0.2025.05.05)
8.19 Members Information Sheet (USM-OSA-F55-Rev.0.2025.05.05)
8.20 Organization's Facebook Page (USM-OSA-F56-Rev.0.2025.05.05)
8.21 Membership Form (USM-OSA-F57-Rev.0.2025.05.05)
8.22 Activity Evaluation Form (USM-OSA-F58-Rev.0.2025.05.05)
8.23 Student Organization Property Acknowledgement Receipt (USM-OSA-F59-Rev.0.2025.05.05)

UNCONTROLLED

This document is a sole property of UNIVERSITY OF SOUTHERN MINDANAO. Any disclosure, unauthorized reproduction or use is strictly prohibited except with permission from the
Only documents with standard signatories of USM are considered official.
COPY