

Office of the Student Development Services

**CENTRAL STUDENT GOVERNMENT**

csg.imus@cvsu.edu.ph



**Resolution No. 013, A.Y. 2024 – 2025**

**RESOLUTION FOR THE ESTABLISHMENT OF COMMITTEES OF THE CENTRAL STUDENT GOVERNMENT (CSG)**

**WHEREAS**, the Central Student Government (CSG) recognizes the importance of establishing committees that will further strengthen the ability of the student government to serve the needs of the students;

**WHEREAS**, **Article VII, Section 2(d)** of the Central Student Government Constitution and By-Laws provides that "the President shall have the authority to make any committee, as it may deem necessary, in approval of all advisers";

**WHEREAS**, the President, through its executive officers and board members, and with the approval of all advisers, has established the following committees to ensure the effectiveness of its initiatives and day-to-day operations:

- **Rules and Internal Affairs Committee (RIAC)**
- **Committee on External Affairs (COEXA)**
- **Secretariat Committee (SECCOMM)**
- **Committee on Finance (COF)**
- **Committee on Culture, Athletics, and the Arts (CCAA)**
- **Social and Environmental Awareness Committee (SOCENVI)**

**WHEREAS**, **Article VII, Section 2(a)** of the CSG Constitution and By-Laws provides that "the President shall be the chief executive of the organization and shall have the duty to supervise its affairs";

**WHEREAS**, the President shall serve as the overall chairperson of all committees under CSG, with the authority to oversee and approve committee-related operations;

**WHEREAS**, **Article VII, Section 2(e)** of the CSG Constitution and By-Laws provides that "the President shall have the power to appoint members of the council and other different committees";

**WHEREAS**, the President shall appoint designated executives as Committee Chairpersons (and Vice-chairperson if applicable) of specific committees and shall likewise appoint Committee members of each committee to ensure effective day-to-day operation, under their supervision and guidance;

**WHEREAS**, the designated committee chairpersons shall have the authority, granted by the president, to assign tasks and oversee day-to-day committee-related activities, and shall likewise guide its committee members, ensuring that the vision, mission, and objectives of the student government are effectively carried out, ensuring the implementation of its initiatives;

  
ARMAND G. ATON, Ph.D.

**NOW THEREFORE, BE IT RESOLVED**, that the following provisions are adopted to define the duties and responsibilities of the said committees and shall be as follows:

**ARTICLE 1:  
RULES AND INTERNAL AFFAIRS COMMITTEE**

**Section 1. Composition.** The Rules and Internal Affairs Committee shall be headed by the Vice President for Internal Affairs, who shall serve as the Chairperson. The Chairperson shall appoint from among the committee members a Vice Chairperson, a Secretary, and an Assistant Secretary to assist in carrying out the duties and responsibilities of the committee. The committee shall be composed of duly appointed members, subject to the approval of the Central Student Government (CSG) body.

**Section 2. Titles.** The official titles of the members of the Rules and Internal Affairs Committee are as follows:

- a. Vice Chairperson
- b. RIAC Secretary
- c. RIAC Assistant Secretary
- d. Committee Members

**Section 3. Duties and Responsibilities.** The Rules and Internal Affairs Committee shall have the following duties and responsibilities:

- a. Take charge of all matters regarding the members and committee members of the CSG and their functions.
- b. Ensure that all CSG Officers and Committee Members adhere to the Constitution of the CSG.
- c. Initiate investigations into CSG Officers and Committee Members who violate the Constitution of the CSG.
- d. Investigate and recommend courses of action for filed complaints.
- e. File a formal complaint before the CSG after due investigation.
- f. Oversee all matters affecting the rules of the committees and the CSG.
- g. Propose house rules for the conduct of meetings in the CSG.
- h. Clarify the rules of procedures in assemblies.
- i. Propose policies for the entire body, when necessary.
- j. Strengthen and uphold the Constitution and By-laws of the CSG.
- k. Study possible amendments or revisions to the Constitution and By-laws of the CSG if necessary.
- l. Propose amendments or revisions to the Constitution and By-laws of the CSG.
- m. Administer the process of constitutional amendments or revisions.
- n. Perform any other duties assigned by the CSG President consistent with this Constitution.

**ARTICLE 2:  
COMMITTEE ON EXTERNAL AFFAIRS**

**Section 1. Composition.** The Committee on External Affairs shall be headed by the Vice President for Internal Affairs, who shall serve as the Chairperson. The Chairperson shall appoint a Vice Chairperson from among the committee members to assist in the discharge of duties and responsibilities. The committee shall be composed of duly appointed members approved by the Central Student Government (CSG) body.

**Section 2. Titles.** The official titles of the members of the Committee on External Affairs are as follows:

- e. Chairperson
- f. Vice Chairperson
- g. COEXA Secretary
- h. Committee Members

**Section 3. Duties and Responsibilities.** The Committee on External Affairs shall have the following duties and responsibilities:

- a. Responsible for making, managing and maintaining good and strong partnership or relationships with organizations and other external factors. External factors pertain to organizations/entities that are outside of the campus.
- b. Shall help the organization become more organized in responding to invitations, building connections, and representing us in external activities
- c. Shall spearhead the coordination with external affairs, including government units, non-governmental organizations, and private entities upon the fulfillment of its vested duties and responsibilities toward its constituents.
- d. Penalties for Non-Compliance. Failure to comply with the provisions of this act may result in penalties, as determined by the relevant authority overseeing external affairs matters. Penalties may include fines, suspension of services, or any other appropriate measures deemed necessary to ensure compliance.
- e. Perform any other duties assigned by the CSG President.

### **ARTICLE 3: SECRETARIAT COMMITTEE (SECCOMM)**

**Section 1. Composition.** The Secretariat Committee (SECCOMM) shall be headed by the Secretary General, the Student Academic Program Ambassador elected as the Assistant Secretary shall be appointed and act as the vice-chairperson, and lastly, its appointed members.

**Section 2. Titles.** The title of the Secretary General shall remain as is, the Student Academic Program Ambassador elected as the Assistant Secretary shall be known as the Deputy Secretary General, and the Committee members shall be known as Undersecretary.

**Section 3. Qualifications.** The qualifications for the appointed position (i.e., Undersecretary) shall be as follows:

- a. Must have the availability to attend all scheduled committee meetings as one can, which may occasionally occur outside of regular academic hours.
- b. Must have a proficiency in digital tools for document processing, spreadsheets, and collaborative document management (e.g., Google Workspace or Microsoft Office).
- c. Must have proficiency and enough knowledge in drafting letters such as invitation letters, proposal letters, excuse letters, and other government-related letters. This includes grammar checking and aligning formats.
- d. Must be able to have the capacity both mentally and physically to connect with other individuals (e.g., instructors & students) professionally and formally.
- e. Must be able to adapt to different personalities when engaging with other individuals.

**Section 4.** The SECCOMM shall have the following duties and responsibilities:

- a. The Chairperson shall ensure that the members of committee shall act as a Recording Officer and send out to other committees and note all the information needed.
- b. The Committee ought to draft, update, check and secure all the status of the documents needed particularly on meetings, projects, and activity.
- c. The committee ought to draft letters related to the CSG's foundational and procedural functions, in **alignment with the committee's scope and responsibilities.**
- d. The Chairperson should have a proper and good communication with the other Chairperson Committee to fathom the occurrence from the other committee.
- e. The Committee Chairperson should be transparent to its members, and vice-versa.

**Section 5. Meetings.** The SECCOMM shall have the following duties and responsibilities during before, during, and after meetings:

- a. All **CSG Official meetings** must be recorded by the Secretary General. If the Secretary General is not available, the Vice-Chairperson will take place. In case both are not present, any members of the Secretariat Committee must take place to ensure that the meeting is being noted. The format of the notes must follow the recognized standard formats of all letters.
- b. If a meeting will be done online, the Secretary General shall send a link 15 minutes before the meeting. If the Secretary General is not available, the Vice-Chairperson will take place. In case both are not present, any members of the Secretariat Committee must take place to ensure that the meeting link is posted.
- c. Meetings may be recorded through voice record and/or video provided that it is permitted by the majority of the attendees or  $\frac{3}{4}$  of the total attendees.
- d. A printed & PDF file minutes must be submitted to the office within **72 hours** after the meeting.

- e. All files must be organized through a systematic naming system for a more organized manner (e.i., 08-28-25 | CSG\_RM [Regular Meeting]).
- f. Once Submitted, checked and verified, both printed and PDF files must be secured.

**Section 6.** The SECCOMM shall have the duties and responsibilities for the storage of the official documents of the CSG:

- a. All files must be printed using an A4 size bond paper.
- b. These files must be stored and locked inside a drawer for safekeeping. Maintain a comprehensive collection of relevant documents and papers pertaining to the CSG, ensuring accessibility to the entire student body.
- c. Printed documents must be organized and only the member/s of SECCOMM and the President have the authority to access it, other executives, board members, committee officers, and advisers shall ask for permission to access the said documents.
- d. All printed documents must have a backup copy whereas all printed documents shall be scanned and compiled in a one drive.

**Section 7.** The SECCOMM shall have the duties and responsibilities to prepare and organize the official documents of the CSG:

- a. The SECCOMM shall provide a log book that requires anyone to fill out their information before they can access/view the printed documents. The following must be included: Name, Organization, Position, Date, Time and Signature.
- b. Any person who needs to access/view the printed documents shall ask permission first from the member of the Secretariat Committee and must log on the said log book.
- c. The President and the member/s (which includes the General Secretary and the appointed SAP Ambassador) of the Secretariat Committee have the authority to access and make changes to the documents. Other executives, board members, committee officers, and advisers shall ask for permission to access the said documents.

#### **ARTICLE 4: COMMITTEE ON FINANCE**

**Section 1. Composition.** The Committee on Finance shall be headed by the Treasurer General, who shall serve as the Chairperson. The Student Academic Program Ambassador elected as Assistant Treasurer shall be designated to serve as the Vice-Chairperson, while the appointed members shall serve as Associates for Finance and Audit.

**Section 2. Titles.** The official titles of the members of the Committee on Finance are as follows:

- i. Chairperson
- j. Vice Chairperson
- k. Committee Members

**Section 3.** The Committee on Finance shall have the following duties and responsibilities:

- a. Provide financial oversight for the CSG.
- b. Keep all financial records of the CSG and be the one responsible for any information related to the CSG fund.
- c. Serve as the disbursing arm of the CSG.
- d. Prepare the budget and provide financial guidelines for the CSG.
- e. Prepare accurate and transparent financial reports every semester, after every activity, and at the end of the term.
- f. Manage the Income Generating Projects of the CSG.
- g. Shall take charge of all monetary matters of the CSG.
- h. Perform any other duties assigned by the CSG.

**Section 4.** The Committee on Finance shall be responsible for the safekeeping and organization of all official financial documents of the CSG:

- a. All financial documents must be printed on A4-size bond paper.
- b. All printed documents must be stored in a drawer or cabinet designated for financial files.
- c. Maintain a comprehensive and up-to-date collection of all financial records, vouchers, receipts, and financial statements.
- d. All printed financial documents must have a digital backup compiled in a secure drive (e.g., Google Drive or OneDrive) to prevent data loss and easy access.

## **ARTICLE 5: COMMITTEE ON SPORTS, ARTS, AND CULTURE**

**Section 1. Composition.** The Committee on Sports, Arts, and Culture shall be headed by the **Student Academic Ambassador for Psychology**, who shall serve as the Chairperson. The Chairperson shall appoint a Vice Chairperson from among the committee members to assist in the discharge of duties and responsibilities. The committee shall be composed of duly appointed members approved by the Central Student Government (CSG) body.

**Section 2. Titles.** The official titles of the members of the Committee on Sports, Arts, and Culture are as follows:

- a. Chairperson
- b. Vice Chairperson
- c. Committee Members

**Section 3.** The Committee on Sports, Arts, and Culture shall have the following duties:

- a. Propose projects, activities, and legislations that promote the importance of Sports, Arts, and Culture
- b. Work together with the performing arts group and sports teams inside the University regarding their projects and upcoming competitions.

- c. Shall represent the performing arts group and sports teams inside the University.
- d. The members of this committee shall be at least a member of a performing arts group or a sports team inside the University. If not, their appointment shall automatically be rejected by the Executive Committee.
- e. Perform any other duties assigned by the CSG

**ARTICLE 6:**  
**SOCIAL AND ENVIRONMENTAL AWARENESS COMMITTEE**

**Section 1. Composition.** The Social and Environmental Awareness shall be headed by **Student Academic Ambassador for Office Administration**, who shall serve as the Chairperson. The Chairperson shall appoint a Vice Chairperson from among the committee members to assist in the discharge of duties and responsibilities. The committee shall be composed of duly appointed members approved by the Central Student Government (CSG) body.

**Section 2. Titles.** The official titles of the members of the Social Environmental Awareness are as follows:

- a. Chairperson
- b. Vice Chairperson
- c. Committee Members

**Section 3.** The Committee on Social and Environmental Awareness shall have the following duties:

- a. Propose and lead projects, activities, and legislations that will advocate Social and Environmental awareness and concerns
- b. Spearhead strives including but not limited to seminars, conferences, and conventions that will promote and protect Social and Environmental awareness and concerns.
- c. Act as the czar for Social, Environmental, and Natural Resources
- d. Perform any other duties assigned by the CSG

**BE IT FINALLY RESOLVED**, that the committees as mentioned above shall function under the guidance and leadership of their respective committee chairpersons, with the president serving as the overall chairperson of all the committees, thereby ensuring the effective implementation of the central student government's mission, vision, and objectives.

Signed in Cavite State University – Imus Campus on the **12th day of November 2025**.

**CENTRAL STUDENT GOVERNMENT**  
Executive Board of Officers

  
**ATHANIEL R. GIL**  
President

ARMAND G. ATCHIL, P.S.D.

**KEN B. LENTEJAS**

Vice President for Internal Affairs

**JOHN JEFFERSON M. DE LEON**

Vice President for External Affairs

**DANIEL D. CAMACLANG**

Secretary General

**SAMANTHA NATALIE F. FATTALO**

Treasurer General

**CRISTINA V. DOMINGO**

Auditor

**KENN HARVEY F. BROCOY**

Public Relations Officers

Recommending Approval:

**ALFE M. SOLINA, Ph.D**

CSG Adviser

**JENNY DANICA P. ABAYARI, MAEd**

CSG Adviser

**ARMAND G. ATON, Ph.D**

SDS Coordinator

Approved by:

**KAREN M. TILAN, MAEd**

OSAS Head