



Republic of the Philippines
CAVITE STATE UNIVERSITY
Imus Campus
Student Development Services
CENTRAL STUDENT GOVERNMENT
csg.imus@cvsu.edu.ph



2 October 2025

DR. ARMI GRACE B. DESINGAÑO
Office of the Campus Administrator
This Campus

Dear Dr. Desingano,

Greetings!


I hope this message finds you well.

On behalf of the Central Student Government, I would like to inform you about our upcoming project, which is an initiative targeted towards students in financial turmoil titled "**Panamitang-Bayanihan: CvSU - Imus Uniform Donation Drive.**" This project aims to create a platform where current students, graduating students, and alumni can help out their fellow students in financial turmoil by donating school uniforms and P.E. uniforms, which can be requested by students through the Central Student Government after undergoing a background check to ensure the legitimacy of their situation.

The project is scheduled to start its donation and requesting period on **October 13, 2025 (Monday)** at the Cavite State University - Imus Central Student Government's Office, where bona fide students, graduating students, and alumni may come to donate their uniforms either via walk-in, or through a scheduled time after sending an e-mail to the Central Student Government. Requesting students may then claim their uniforms during a specific period.

We are humbly seeking your approval and support as we work on this activity. With that being said, we look forward to your positive response and continued support to further push this project in the name of the students' welfare.

Best regards,


NATHANIEL R. GIL
CSG President


ARMAND G. ATAN, Ph.D.



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PROJECT PROPOSAL

ACTIVITY TITLE	Panamitang-Bayanihan: CvSU - Imus Uniform Donation Drive
DATE AND VENUE	<p>Donation and Requesting Period: October 13, 2025 - June 30, 2026</p> <p>Distribution of Uniforms: October 27, 2025 - Until Stocks Last</p> <p>Venue for Donation and Distribution: Central Student Government Office</p>
ACTIVITY HEAD	<p>Charles Derrick A. Garcia SAP Computer Science</p>
RATIONALE/ OBJECTIVES	<p>Panamitang-Bayanihan will act as a long term project adapted by the next generations of the Central Student Government - Imus Campus, where students can request for school uniforms and/or P.E. uniforms, as well as program specific uniforms donated by alumni, graduating students, or fellow students. The objectives of this project are to provide uniforms for students in need, as well as provide a platform for other students and alumni to help their fellow students.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. To ensure that every CvSU - Imus student has access to a proper school uniform. 2. To alleviate the financial burden on students and their families. 3. To promote inclusivity and equal opportunities among CvSU - Imus students. 4. To encourage community involvement and social responsibility among graduating students or alumni.
TARGET PARTICIPANTS	All bona fide students of Cavite State University – Imus Campus

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MECHANICS

Students may request **school and/or P.E. uniforms**, as well as **program specific uniforms** through this donation drive. The requested uniforms will be given to the student for free after undergoing a **background check** done by the Central Student Government, based on the following requirements:

- the **annual income** of the student's family members
- whether or not the requester is a **working student**
- a **letter** addressed to the Central Student Government President, highlighting their reasons as to why they are requesting for sets of uniforms
- a digital copy of their latest **Certificate of Registration**
- their **identification (ID) card**

This **background check** will be done in order to determine whether or not the student **should be lent the uniforms**. The student will be informed via e-mail if they have passed the background check. The requesting student must then register their name, section, student number ID and signature in a logbook provided by the CSG.

The **Central Student Government Office** will act as the location where graduating students, alumni, and regular students can donate their unused uniforms for students in need to request and use.

Graduating students, alumni, and fellow students may come to the Central Student Government Office to donate their uniforms from **Monday to Thursday at 8:00 AM - 4:00 PM**, and will last until the end of the academic year. They may donate either individual pieces of the uniforms, or sets, which include the following:

For All Students:

- School Uniform (Polo)
- P.E. Uniform (T-Shirt and Pants)
- NSTP Shirt

For Psychology Students:

- White Uniform for Psychology Students

For Education Students:

- Field Study Uniforms
- Practice Teaching Uniforms

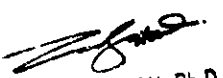
For Hospitality Management:

- Housekeeping Uniform
- Chef Uniform
- Front Office Uniform
- Bar and Beverage Uniform
- Butler Uniform

Additionally, they may come **via walk-in** or through


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	<p>scheduling a visit by first sending an e-mail to the Central Student Government. Students will then be given a specific period of time where they may claim their uniforms.</p> <p>Distribution of uniforms will be done on a first come, first serve basis. Additionally, sets of uniforms will be given out to requesting students during the distribution period until stocks last. If additional supplies come during the distribution period, they will be given to the requester immediately.</p> <p>Requesting students may only be given a maximum of one (1) set of the school uniform, and one (1) set of the school's P.E. uniform through the donation drive.</p> <p>Additionally, students may also request for special uniforms for their respective programs, if their program needs one. They may receive only one (1) set of their requested uniform specific to their program. These include the following:</p> <p>For Education Students:</p> <ul style="list-style-type: none"> - Field Study Uniform - Practice Teaching Uniform <p>For Psychology Students</p> <ul style="list-style-type: none"> - White Uniform for Psychology <p>For Hospitality Management Students:</p> <ul style="list-style-type: none"> - Housekeeping Uniform - Chef Uniform - Front Office Uniform - Bar and Beverage Uniform - Butler Uniform <p>The students will be informed that even though they may request uniforms, and even if they are accepted through the background check to be given sets of uniforms, it is not guaranteed that they will be given uniforms, as stocks depend on the donations made by students and alumni.</p>
BUDGETARY REQUIREMENT	There will be no budget required, as the uniforms to be lent to the students will come from donations from students, graduating students, and alumni.
SOURCE OF FUND	There will be no funding required, as the uniforms to be lent to the students will come from donations from students, graduating students, and alumni.


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EXPECTED OUTPUT	<p>During the donation drive, it is expected that various students will donate their pre-loved uniforms wholeheartedly, and campus alumni will reach out to the Central Student Government for the welfare of the students in need. With the donated uniforms, it is also expected that needing students will be given additional sets of uniforms to lessen their financial burden.</p> <p>Finally, it is expected that a sense of unity and <i>bayanihan</i> will be witnessed during the entirety of the donation drive.</p>
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Prepared by:


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Checked by:

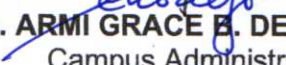

NATHANIEL R. GIL
CSG President

Recommending Approval:


DR. ARMAND G. ATON
SDS Coordinator


KAREN M. TILAN, MAEd
OSAS Head

Approved by:


DR. ARMI GRACE B. DESINGANO
Campus Administrator