**OFFICE OF STUDENT AFFAIRS AND SERVICES**

**PERMIT FOR RECOGNITION OF EXISTING STUDENT ORGANIZATION**

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_

Academic Year: 2017-2018

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requirements:

* Constitutional By-laws
* Updated list of members and their signature
* List of officers with signatures, complete address, contact details
* Bio-data and two passport size picture of the head of the organization
* Work plan/ Calendar of Activities for the year
* Letter of Acceptance by at least two regular faculty and staff members of CvSU with their signatures.
* Accomplishment report during previous year; and
* Financial Statement
* Parent Consent

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President Adviser

Recommending Approval:

**JELITA F. RIDAO**

Head, Student Development Services

Approved:

**MICHELLE C. TANEGA**

Director, Student Affair and Services