



REPUBLIC OF THE PHILIPPINES
PROVINCE OF CAVITE
CITY OF DASMARIÑAS

KOLEHIYO NG LUNGSOD NG DASMARIÑAS
City College of Dasmariñas



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Please be guided of the following sections:

A. Definition of Terms

A.1 Student Organization – The KLD Student Organization is composed of bona fide KLD students who serve as knowledge innovators, contributing to individual growth by fostering creativity, critical thinking, and academic excellence. Its student leaders design programs that nurture leadership potential, promote integrity, and encourage social engagement, preparing students to become future leaders. With unwavering dedication, the organization is committed to achieving its vision, mission, and goals, making a meaningful impact on both personal and professional development. Hence, student organization is classified according to the scope of membership as follows:

A.1.1. Knowledge-Based Student Organization – This type of organization is formed to develop program-specific activities and initiatives within the institute. This is also called as Program-wide organization, which is formed under the program offered by KLD.

A.1.2. Leadership-based Student Organization – This type of organization operates under the Student Council and is established through student elections. It consists of the Student Supreme Council and Institute Student Councils, focusing on developing leadership skills and representing student interests within the institute and the college.

A.1.3. Dedication-based Student Organization – Also known as a college-wide organization, this type of group is formed to cultivate a strong sense of commitment and responsibility among its members. It focuses on fostering dedication through activities that emphasize service, community engagement, and the pursuit of collective goals for the benefit of both the organization and the broader community.

A.2. Accreditation – This is a process where a newly formed student organization must obtain formal recognition from the College to legally use the KLD name and operate.

A.3. Reaccreditation – This process involves the renewal of an existing student organization's accreditation.

A.4. Constitutional by-laws – This is the specific rules and regulations established by a student organization that complement and provide detailed guidelines for implementing its constitution. This outline procedures, operational practices, and the roles and responsibilities of members and officers, ensuring the effective governance and functioning of the organization.

A.5. General Plan of Activities – proposed outline that details the various events, projects, and activities to be conducted throughout the school year. It usually includes the objectives, schedule, target participants, resources needed, and responsible individuals or committees for each activity. The plan ensures that all activities align with the school's goals and provide a clear roadmap for the entire academic year.



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B. Procedures for Student Organization Accreditation

B.1. List of Requirements

The requirements enumerated below must be submitted to Office of Student Activities and Development Unit (SADU) on or before the stated deadline

B.1.1 Accreditation

1. Accomplished KLD-01-05-F008 Student Organization Accreditation Application Form
2. Application letter, addressed to the Dean of ISACEC, Thru Head of SADU, signed by the head of the organization and concurred by the faculty advisers
3. Data privacy consent form
4. Latest Certificate of Grades of the Officers
5. Certificate of Good Moral of the Officers
6. Constitution-and By-Laws approved by the Officers and the Advisers (draft)
7. list of members for current school year
8. Resume/CV of the Adviser (s)
9. Adviser's pledge/consent form
10. General Plan of Activities (tentative)
11. Pledge against the use of hazing;

B.1.2 Reaccreditation

Aside from the stated requirements from accreditation, reaccreditation must secure the following:

1. Accomplishment Report
2. Financial report and Audit report
3. Approved Previous plan of activities

SADU shall evaluate the application for accreditation and release the results two (2) weeks after the deadline for submission of application forms. Certificates of student organization accreditation are valid for one academic year including midyear semester.

B.2 Disqualifications

A student organization may be denied accreditation for any of the following reasons:

1. Incomplete submission of requirements
2. Submitting requirements beyond the deadline
3. Falsification of data and information.
4. Forging documents
5. The organization is currently serving a penalty or sanction at the time of its application.
6. The organization has unresolved financial obligations to the KLD or other relevant institutions at the time of its application.



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Appeals regarding accreditation decisions must be addressed to the Dean of Student Affairs, Character Education, and Citizenship (ISACEC). All decisions on appeals are final and irrevocable.

C. **Qualifications**

C.1. Officer

1. Bonafide KLD student
2. No pending or on-going disciplinary case
3. No failing grades from the previous semester

C.2. Adviser

Every organization must have at least one faculty adviser who meets the following qualifications:

C.2.1. **Full-time Faculty Status:** The adviser must be a full-time faculty member of the college to ensure availability and commitment to the organization's needs.

C.2.2. **Administrative position:** Adviser with status of quasi-admin must only up to unit head. Program directors, Deans, Directors, Vice President, and President cannot be an adviser and shall act as ex officio member.

C.2.3. **Relevant Expertise:** The adviser should possess relevant knowledge or experience related to the organization's goals, activities, or area of focus, allowing them to provide valuable guidance and support.

C.2.4 **Good Standing:** The adviser must be in good standing with the college, with no record of disciplinary actions or unresolved issues with the institution.

C.2.5. **Commitment to Mentorship:** The adviser should demonstrate a genuine interest in student development, with a commitment to mentoring and advising the organization in a professional and supportive manner.

C.2.6. **Familiarity with KLD Policies:** The adviser must be well-versed in the college's policies, guidelines, and regulations related to student organizations and campus activities to ensure the organization's compliance.

C.3. Co-adviser. Full-time non-teaching staff with two (2) years of experience in KLD could be co-adviser of a student organization. Other fulltime faculty members with no administrative position can be also a co-adviser.

C.4. Roles and responsibilities. The roles of the Faculty Adviser and Co-Adviser extend beyond merely offering guidance. They are responsible for providing professional advice and strategic direction to ensure the student organization's goals, initiatives, and activities align with the university's mission and values. Additionally, they play a critical role in overseeing and monitoring the organization's adherence to all relevant university



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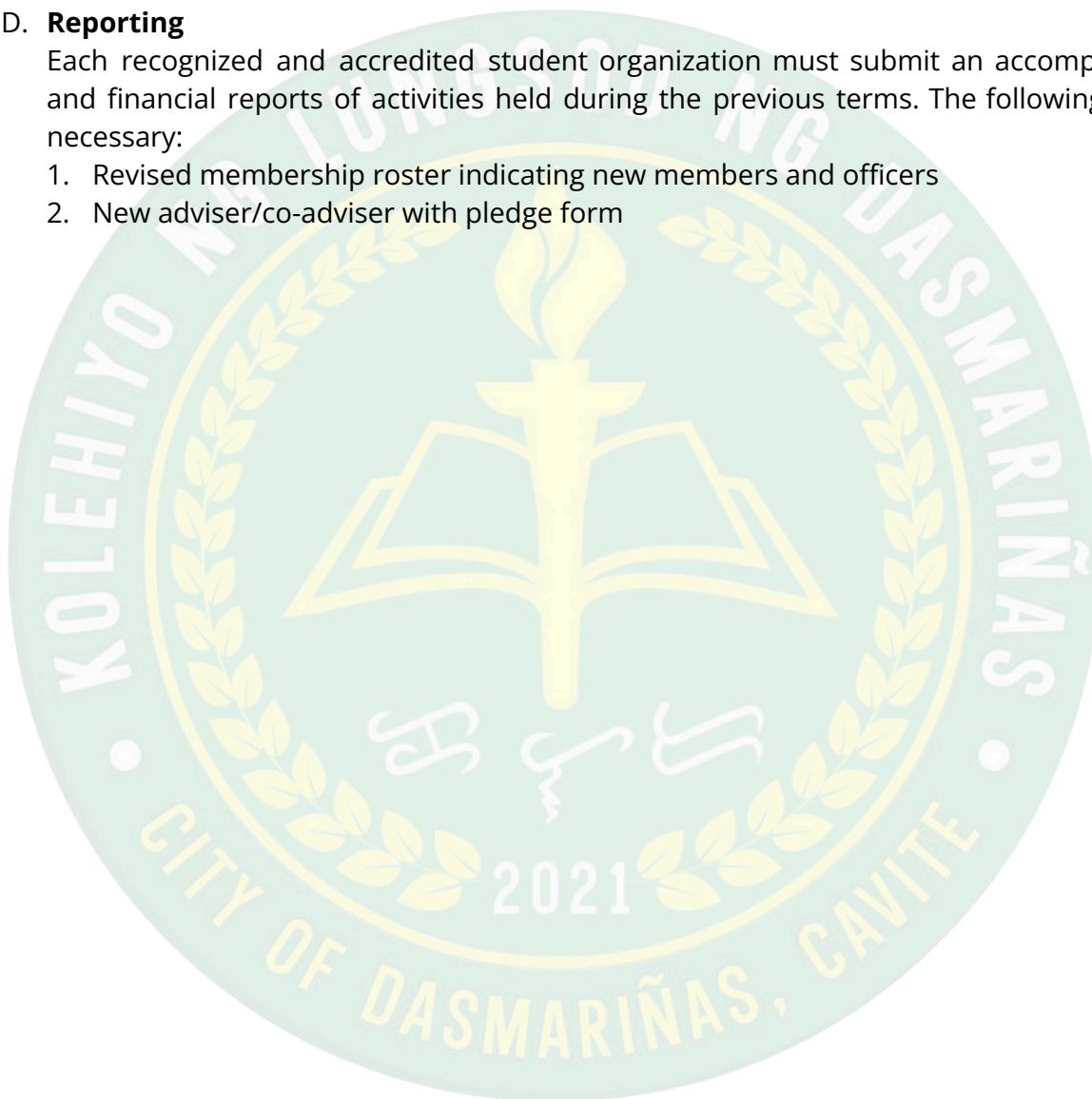
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policies and guidelines, particularly concerning both on- and off-campus events. Their oversight ensures that activities are conducted responsibly, ethically, and in compliance with institutional standards, thereby fostering a supportive and constructive environment for student development.

D. Reporting

Each recognized and accredited student organization must submit an accomplishment and financial reports of activities held during the previous terms. The following may be necessary:

1. Revised membership roster indicating new members and officers
2. New adviser/co-adviser with pledge form



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