



DIVINE WORD COLLEGE OF LEGAZPI

SEC-FIN MANUAL



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Introduction

The **Sec-Fin Manual** is intended to guide all secretaries and finance officers and enable them to fulfill their essential responsibilities within the organization. Its purpose is to serve as a valuable resource, providing information, recommended procedures, and useful instruments necessary for the successful and efficient execution of financial and secretarial tasks. This manual aims to provide the resources needed to effectively carry out responsibilities to the highest potential, maintain standards, and support the general growth of your organization under the institution.

Subsequent sections include instructions on important steps, best practices, and the required processes to handle work effectively. This manual will serve as the primary guide for handling letters, scheduling, supervising financial records, and assisting with other organizational tasks.

ADMINISTRATORS

President

REV. FR. NIELO CANTILADO, SVD

Vice President for Administration

REV. FR. RICO GLENN DEUNA, SVD

Vice President for Academic Affairs

DR. SALVACION L. GARCERA, LPT

Vice President for Basic Education

REV FR. VICENTE R. RAYCO, SVD

Vice President for Finance

REV FR. BERNHARD ABRAZADO, SVD

Director, Office of External Relations

REV FR. JHONATAN A. LETADA, SVD

Director, Center for Spirituality & Mission

REV FR. REMIGIO B. DOMINO, SVD

OFFICE HEADS

Student Affairs Office

MARILOU B. EMPIG

Admission Guidance Testing Center Director

FRANCIA SB. DREU

College Registrar

ELVIE A. DADO

Office of Center for Spirituality and Mission
Campus Ministry Coordinator, Basic Ed Division
PIUS PAUL R. MATUSALEM, LPT

Campus Ministry Coordinator, College Division
RAYMOND N. LOVENDINO

DEANS
School of Business, Management, and Accountancy (SBMA)
CHONA S. BERNARDO, LPT, MEcon

School of Education, Arts, and Sciences (SEAS)
DR. MARITES A. MANGANAN, LPT

School of Hospitality Management (SHOM)
DR. EMMA A. NAPAY

School of Nursing (SON)
DR. NANCY P. GARIANDO, RN

School of Engineering and Computer Studies (SOECS)
ENGR. MARBEN S. RAMOS, LPT

Graduate School of Business Management
DR. TERESITA NACION

Cover Letter

A cover letter is a supplementary document that accompanies another document, such as a resume, business proposal, or event proposal. It offers a succinct overview of the primary document's purpose and highlights its key points. In the context of an event proposal, the cover letter introduces the proposal, elucidates its significance, and provides a summary of the event's objectives and benefits.

Cover Letter consists of the following elements:

To Whom the Letter is Addressed

The recipient is the individual or organization to whom the letter is addressed. Typically, this person or entity holds the authority to approve, support, or participate in the proposed event.

Addressed to: Fr. President

Through: VP Admin

VPAA

SAO Director

Department Dean

Introduction

The introduction provides an overview of your organization. Briefly describe the event and state the purpose of the letter.

Event Details

- **Name of the Event:** State the name of the event.
- **Purpose:** Explain the main purpose and objectives of the event.

Signatories

The individuals who sign an event proposal letter on behalf of the organizing body are known as the signatories. Typically, these individuals include the organization's officers and the head of events. Their signatures confirm their commitment to the proposal.

Signatories: Who Prepared the Letter

Attested by the Highest Position Officer

Noted by the Adviser



DIVINE WORD COLLEGE OF LEGAZPI

COLLEGE STUDENT EXECUTIVE BOARD

CSEB Office, Room 306, DWCL South Campus, cor. J.P Rizal and J.L Bates Sts., Legazpi City 4500, Philippines

August 1, 2024

REV. FR. NIELO M. CANTILADO, SVD
President

Through: **REV. FR. RICO GLENN DEUNA, SVD**
Vice President for Administration

DR. SALVACION L. GARCERA, LPT
Vice President for Academic Affairs

MARILOU B. EMPIG
OIC Director, Student Affairs Office

NAME
Dean, Department

Fr. Cantilado:

Greetings!

The College Student Executive Board will spearhead the **Seminar - Workshop on Effective Secretarial and Financial Writing** with the theme "*Enhancing Secretarial and Financial Performance through Workshops*" on September 12, 2024 from 7:30 AM - 5:00 PM at the DWCL Nativity Hall, North Campus. This workshop aims to improve the efficiency, effectiveness, and overall success of secretarial and finance officers of accredited major and minor organizations, thereby contributing to the organization's overall success.

In view of the foregoing, may we request the approval of this event?

Herein attached are the event and budget proposals for the said event.

Prepared by:

NAME
Position, Organization

NAME
Position, Organization

Attested by:

NAME
Chairperson/President, Organization

Noted:

NAME
Adviser, Organization



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Event Proposal

An event proposal letter is a formal letter presenting a concept for an event to a person or organization. The purpose of this letter is to convince the recipient to accept, support, or take part in the intended event. It usually includes an overview of the event's objectives, schedule, finances, and advantages for the beneficiary.

Event Proposal Letter consists of the following elements:

Event Details

- Name of the Event: State the name of the event.
- Purpose: Explain the main purpose and objectives of the event.
- Date: Specify the proposed date and time for the event.
- Venue: Provide details about the location where the event will be held.
- Participants: Describe who the event is intended for, including the expected number of attendees.

Rationale

The rationale is the fundamental reason or explanation behind a proposal, idea, or course of action. It provides a summary of the reasoning, justification, and driving forces underlying the recommendations. In an event proposal letter, the rationale outlines the goal, objectives, and anticipated outcomes that support the plan, as well as the necessity or benefits of the event.

Objectives

State the objective(s) of the proposed project.



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COLLEGE STUDENT EXECUTIVE BOARD

CSEB Office, Room 306, DWCL South Campus, cor. J.P Rizal and J.L Bates Sts., Legazpi City 4500, Philippines

EVENT PROPOSAL

Name of Event	:	Seminar - Workshop on Effective Secretarial and Financial Writing
Theme of Event	:	Elevating Secretarial & Finance Performance through Workshop
Target Date	:	September 12, 2024
Venue	:	DWCL Nativity Hall, North Campus
Participants	:	Secretaries and Finance Officers of Accredited College Organizations

Rationale:

Student leaders benefit greatly from continuous learning as it encourages them to seek new information, embrace constructive criticism, and refine their critical thinking skills. This approach promotes a growth mindset, viewing challenges as opportunities for personal development rather than as obstacles. To lead effectively, student leaders must be equipped with the knowledge, skills, and mindset necessary for innovation and adaptability. By fostering a culture of ongoing improvement, student leaders become proficient in their current roles and are well-prepared for future opportunities and challenges. With this, the College Student Executive Board focuses on providing workshops to the secretaries and finance officers who work hand-in-hand with papers of compliance; thus, they must be equipped with necessary knowledge and skills in the nature of their work.

Hence, the College Student Executive Board will host a **Seminar - Workshop on Effective Secretarial and Financial Writing** with the theme "*Enhancing Secretarial and Financial Performance through Workshops*". This aims to enhance student leaders' abilities in creating, managing, and organizing various organizational documents, including meeting minutes, reports, and financial records, equip student leaders to make ethical and transparent decisions in their secretarial and financial roles, with an emphasis on integrity, accountability, and responsible governance, and provide student leaders with opportunities to improve their skills, expand their knowledge, and network with peers, thereby facilitating ongoing growth and development in their roles.



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Request Letter(s)

Medical Examination

A medical examination letter is a formal document used to ask for assistance to have the participant undergo a medical examination because it is part of the off-campus requirement.

The letter for Medical Examination consists of the following elements:

To Whom the Letter is Addressed

The recipient is the individual or organization to whom the letter is addressed. This person or entity typically has the authority to accept, support, or participate in the proposed event.

Addressed to: School Physician

 Through: School Nurse

Introduction

The introduction provides an overview of your organization, a summary of the event, and the purpose of the letter.

Event Details

- Name of the Event: State the name of the event.
- Purpose: Explain the main purpose and objectives of the event.
- Date: Specify the proposed date and time for the event.
- Venue: Provide details about the location where the event will be held.
- Participants: Describe who the event is intended for, including the expected number of attendees.

Signatories

The individuals who sign an event proposal letter on behalf of the organizing body are known as the signatories. Typically, these individuals include the organization's officers and the head of events. Their signatures confirm their commitment to the proposal.

Signatories: Who Prepared the Letter

Attested by the Highest Position Officer

Noted by the Adviser



DIVINE WORD COLLEGE OF LEGAZPI

COLLEGE STUDENT EXECUTIVE BOARD

CSEB Office, Room 306, DWCL South Campus, cor. J.P Rizal and J.L Bates Sts., Legazpi City 4500, Philippines

June 1, 2024

DR. RANDIE M. ASUNCION

School Physician

Through: **PRECY A. CARULLO, RN**
College, School Nurse

Dr. Asuncion:

Greetings!

The College Student Executive Board formally requests your assistance in conducting medical examinations for the participants of the upcoming **Operational Planning 2024** with the theme "**Navigating the Strategies to Student Development: Charting the Divinian Expedition**" on Thursday – Friday, May 23-24, 2024 at the La Playa De Criselda Resort, Bacacay, Albay. Ensuring the well-being of our students is of utmost importance, and a comprehensive medical examination is a vital step in guaranteeing the participants are in optimal health for the duration of the event. The medical examinations will help us identify any pre-existing health conditions, allergies, or other concerns that may require special attention or accommodation during the operational planning.

In view of the foregoing, **may we respectfully request that the medical examinations be scheduled on May 2 - May 9, 2024, 8:00 A.M – 5:00 P.M.** allowing sufficient time for any necessary follow-up actions or accommodations to be made before the commencement of the operational planning? Furthermore, **we would like to borrow a medical kit** from your good office that we will be using for the said event.

We look forward to an affirmative response on this matter. Thank you!

Prepared by:

NAME

Position, Organization

Attested by:

NAME

Chairperson/President, Organization

Noted:

NAME

Adviser, Organization



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School Vehicle

A request letter for a school vehicle is a formal communication typically sent to school administration requesting the use of a school vehicle for a specific purpose. In this letter, we specify the number and types of vehicles the organization would like to request.

The Request Letter for School Vehicle consists of the following elements:

To Whom the Letter is Addressed

The recipient is the specific person or organization to whom the letter is addressed. This individual or entity typically has the authority to accept, support, or participate in the proposed event.

Introduction

The introduction provides an overview of your organization, a summary of the event, and the purpose of the letter.

Event Details

- Name of the Event: State the name of the event.
- Date: Specify the proposed date and time for the event.
- Venue: Provide details about the location where the event will be held.
- Participants: Describe who the event is intended for, including the expected number of attendees.

Type(s) and Number of Vehicle Being Requested

Specify the type of vehicle needed and the number of vehicles required.

Signatories

The individuals who sign an event proposal letter on behalf of the organizing body are known as the signatories. Typically, these signatories include the organization's officers and the head of events, and their signatures confirm their commitment to the proposal's contents.

Signatories: Who Prepared the Letter

Attested by the Highest Position Officer

Noted by the Adviser



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COLLEGE STUDENT EXECUTIVE BOARD

CSEB Office, Room 306, DWCL South Campus, cor. J.P Rizal and J.L Bates Sts., Legazpi City 4500, Philippines

June 1, 2024

REV. FR. NIELO M. CANTILADO, SVD

President

Through:

REV. FR. RICO GLENN C. DEUNA, SVD

Vice President for Administration

DR. SALVACION L. GARCERA, LPT

Vice President for Academic Affairs

MARILOU B. EMPIG

OIC Director, Student Affairs Office

Fr. Cantilado:

Benedicere!

The College Student Executive Board will be spearheading the Operational Planning with the theme **“Navigating the Strategies to Student Development: Charting the Divinian Expedition”** on Thursday – Friday, May 23-24, 2024 at the La Playa De Criselda Resort, Bacacay, Albay. The expected participants of this event are the College Student Executive Board, and the officers of the major and minor organizations

In view of the foregoing, may we request from your good office to allow us use the **van and coaster** service of the Divine Word College of Legazpi for transportation? The schedules for transportation are the following:

- **May 23, 2024 (Thursday)**
7:30 AM to La Playa De Criselda Resort
 - (2) Coaster and (1) Van
- **May 24, 2024 (Friday)**
2:00 PM to DWCL College Campus
 - (2) Coaster and (1) Van

We look forward to an affirmative response on this matter. Thank you!

Prepared by:

NAME

Position, Organization

Attested by:

NAME

Chairperson/President, Organization

Noted:

NAME

Adviser, Organization



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Security Assistance

A security assistance request letter is a formal document used to seek security support or services for an event. This letter should be addressed to the appropriate law enforcement agency or relevant authority.

The Request Letter for School Vehicle consists of the following elements:

To Whom the Letter is Addressed

The recipient is the specific person or organization to whom the letter is addressed. This individual or entity typically has the authority to accept, support, or participate in the proposed event.

Introduction

The introduction provides a brief introduction to your organization, a summary of the event, and the purpose of the letter.

Event Details

- Name of the Event: State the name of the event.
- Date: Specify the proposed date and time for the event.
- Venue: Provide details about the location where the event will be held.
- Participants: Describe who the event is intended for, including the expected number of attendees.

Number of Persons Involved

Specify the type of authorities involved in the request and the number of personnel needed.

Signatories

The individuals who sign an event proposal letter on behalf of the organizing body are known as the signatories. Typically, these signatories include the organization's officers and the head of events, and their signatures confirm their commitment to the proposal's contents.

Signatories: Who Prepared the Letter

Attested by Highest Position Officer

Noted by the Adviser



DIVINE WORD COLLEGE OF LEGAZPI

COLLEGE STUDENT EXECUTIVE BOARD

CSEB Office, Room 306, DWCL South Campus, cor. J.P Rizal and J.L Bates Sts., Legazpi City 4500, Philippines

June 1, 2024

NAME

Municipal Mayor, Location

Attn: **NAME**
Position, Location Office (PNP)

NAME
Position, Location Office (BFP)

NAME
Position, Location Office (BARANGAY)

LAST NAME:

The College Student Executive Board will spearhead the **Operational Planning** with the theme “*Navigating the Strategies to Student Development: Charting the Divinian Expedition*” on Thursday – Friday, May 23-24, 2024 at the La Playa De Criselda Resort, Bacacay, Albay. In view of the foregoing, may we humbly ask for the assistance and presence of the **NUMBER (X) PNP LOCATION, NUMBER (X) Fire Marshal, and NUMBER (X) Barangay Tanod** on May 23-24, 2024 at La Playa De Criselda Resort, Bacacay, Albay for ensure a safe success of the event?

We look forward to an affirmative response on this matter. Thank you!

Prepared by:

NAME
Position, Organization

Attested by:

NAME
Chairperson/President, Organization

Noted:

NAME
Adviser, Organization



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Sponsorship

A sponsorship letter is a formal document sent to potential sponsors to request financial support or in-kind contributions for an event, project, or activity.

Request Letter for School Vehicle consists of the following elements:

To Whom the Letter is Addressed

The recipient is the specific person or organization to whom the letter is addressed. This individual or entity typically has the authority to accept, support, or participate in the proposed event.

Addressed to: Sponsor's Name

Introduction

The introduction provides a brief introduction to your organization, a summary of the event, and the purpose of the letter.

Event Details

- Name of the Event: State the name of the event.
- Date: Specify the proposed date and time for the event.
- Venue: Provide details about the location where the event will be held.
- Participants: Describe who the event is intended for, including the expected number of attendees.

Signatories

The individuals who sign an event proposal letter on behalf of the organizing body are known as the signatories. Typically, these signatories include the organization's officers and the head of events, and their signatures confirm their commitment to the proposal's contents.

Signatories: Who Prepared the Letter

Attested by Highest Position Officer

Noted by the Adviser



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CSEB Office, Room 306, DWCL South Campus, cor. J.P Rizal and J.L Bates Sts., Legazpi City 4500, Philippines

August 1, 2024

BUSINESS NAME/NAME OF SPONSOR

Ma'am/Sir:

Greetings!

The College Student Executive Board will spearhead the **Seminar - Workshop on Effective Secretarial and Financial Writing** with the theme "*Enhancing Secretarial and Financial Performance Through Workshops*" on September 12, 2024 from 7:30 AM - 5:00 PM at the DWCL Nativity Hall, North Campus. This workshop aims to improve the efficiency, effectiveness, and overall success of secretarial and finance officers of accredited major and minor organizations, thereby contributing to the organization's overall success.

In view of the foregoing, may we request you to be our one of sponsors for the aforementioned event? Any amount, product or materials that you could give will be highly appreciated.

We look forward to an affirmative response on this matter. Thank you!

Prepared by:

NAME

Position, Organization

Attested by:

NAME

Chairperson/President, Organization

Noted:

NAME

Adviser, Organization



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Excuse Letter

An excuse letter is a formal document used to notify school offices that a student will be absent from regular classes due to participation in an approved school-related event. This letter serves to maintain accurate attendance records, document and justify the student's absence and facilitate arrangements for the student to catch up on any missed work.

Excuse letter consists of the following elements:

To Whom the Letter is Addressed

The recipient is the specific person or organization to whom the letter is addressed. This individual or entity typically has the authority to approve, support, or participate in the proposed event.

Addressed to: Fr. President
Through: VPAA
SAO Director
Department Dean

Introduction

The introduction provides a brief introduction to your organization, a summary of the event, and the purpose of the letter.

Event Details

- Name of the Event: State the name of the event.
 - Date: Specify the proposed date and time for the event.
 - Venue: Provide details about the location where the event will be held.
 - Participants: Describe who the event is intended for, including the expected number of attendees.

Signatories

The individuals who sign an event proposal letter on behalf of the organizing body are known as the signatories. Typically, these signatories include the organization's officers and the head of events, and their signatures confirm their commitment to the proposal's contents.

Signatories: Who Prepared the Letter

Attested by Highest Position Officer

Noted by the Adviser



DIVINE WORD COLLEGE OF LEGAZPI

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CSEB Office, Room 306, DWCL South Campus, cor. J.P Rizal and J.L Bates Sts., Legazpi City 4500, Philippines

August 1, 2024

REV. FR. NIELO M. CANTILADO, SVD
President

Through: **DR. SALVACION L. GARCERA, LPT**
Vice President for Academic Affairs

MARILOU B. EMPIG
OIC Director, Student Affairs Office

NAME
Dean, Department

Fr. Cantilado:

Greetings!

The College Student Executive Board will spearhead the **Seminar - Workshop on Effective Secretarial and Financial Writing** on September 12, 2024 from 7:30 AM - 5:00 PM at the DWCL Nativity Hall, North Campus. Given the foregoing, may we respectfully ask your permission to excuse the students involved in this seminar from their respective classes? Attached herewith is the list of students.

Your approval will greatly contribute to the success of this event. Thank you!

Prepared by:

NAME
Position, Organization

Attested by:

NAME
Chairperson/President, Organization

Noted:

NAME
Adviser, Organization

Note: Attach the names of students involved in the said event.



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Invitation Letter

An invitation letter is a formal document used to invite an individual to attend or participate in a specific event organized by a school. It includes essential details such as the date, time, location, and purpose of the event, and serves to encourage the recipient's attendance.

Invitation Letter consists of the following elements:

To Whom the Letter is Addressed

It is the specific person to whom the letter is addressed. Usually, this individual or organization is someone with the power to accept, support, or participate in the proposed event.

Addressed to: The person whom you are inviting.

Introduction

Give a brief introduction to your organization. Briefly describe the event and state why the letter was written.

Event Details

- Name of the Event: State the name of the event.
- Date: Specify the proposed date and time for the event.
- Purpose: Explain the main purpose and objectives of the event.
- Participants: Describe who the event is intended for, including the expected number of attendees.

Signatories

The individuals who sign an event proposal letter on behalf of the organization putting it together are referred to as the signatories. These people usually serve as the organization's officer and head of events, and their signatures attest to their commitment to the proposal's contents.

Signatories: Who Prepared the Letter

Attested by Highest Position Officer

Noted by the Adviser



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COLLEGE STUDENT EXECUTIVE BOARD

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August 1, 2024

NAME

Position

Mr./Ms. [Last Name]:

Greetings!

The College Student Executive Board will conduct the **Seminar - Workshop on Effective Secretarial and Financial Writing** on September 12, 2024 from 7:30 AM - 5:00 PM at the DWCL Nativity Hall, North Campus. In line with this, may we invite you to be our discussant on the Standards on Letters, Event Proposals, and Minutes of Meetings on the said event which will last from 1:30-5:00 PM? Your extensive knowledge and expertise will be essential in guiding and empowering student leaders, helping them achieve their full potential and make meaningful contributions to the different organizations.

We hope for your positive response and look forward to your presence. Thank you!

Prepared by:

NAME

Position, Organization

Attested by:

NAME

Chairperson/President, Organization

Noted:

NAME

Adviser, Organization



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Minutes of Meetings

Minutes of a meeting are a written record that captures the discussions, decisions, and actions taken during the meeting. They serve as an official document detailing the key points, topics covered, and any resolutions or agreements reached. Meeting minutes are essential for tracking progress, updating absent members, and providing a reference for future meetings.

Note Taking Guide:

Choose a note-taking method that works for you

Determine which recording method suits you best:

- Pen & Paper
- Template and Clipboard
- Laptop
- Recording
- Shorthand

Do Not Write Everything Down Verbatim

Instead of transcribing every word spoken, focus on summarizing key points and main ideas. This approach helps you concentrate on the most important information, making your notes more concise and useful for future reference.

Highlight Important Points and Use the Agenda

Emphasize significant information during a meeting or discussion, using the agenda to guide you in covering all crucial topics.

Keep It Clear and Simple

Ensure that your final notes are clear and understandable. Use concise and objective language to make your minutes easy to follow and beneficial for others.

Be Exact

Accuracy is essential when recording meeting details. Minutes become official documents once approved, so presenting facts precisely is crucial.



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COLLEGE STUDENT EXECUTIVE BOARD

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MINUTES OF MEETING

xx /ORGANIZATION'S NAME/ REGULAR SESSION

XX Semester A.Y. XXXX - XXXX

DATE OF MEETING

LOCATION

ATTENDEES:

NAME - Adviser

NAME - Chairperson/President

NAME - Vice Chairperson/Vice President

NAME - Secretary

NAME - Finance Officer

NAME - Budget Officer

NAME - Public Relations Officer

NAME - Business Manager

The meeting commenced at **2:00 PM** with the attainment of quorum.

AGENDA:

1. Welcoming/Interview of The Newly Appointed SCPC Chairman, Deputy Secretary General, and Deputy Finance
2. Event Proposal for the Operational Planning 2024
3. CHED Requirements
4. Venue
5. Preparation for OPLAN 2024
6. Summary of Task During OPLAN 2024
7. Operational Planning for CSEB
8. Other matters

1. Welcoming/Interview of the Newly Appointed SCPC Chairman, Deputy Secretary General and Deputy Finance

During the meeting, Mr. Enrile initiated a discussion with the newly-appointed Deputy Finance regarding the critical issue of misplaced receipts, inquiring about measures to prevent such incidents within the council. In response, Mr. Nacion emphasized meticulous record-keeping to safeguard receipts. Mr. Rico then asked Mr. Concordia about the SCPC Chair job, focusing on safety and student compliance. Mr. Concordia explained SCPC's role in maintaining peace during events and pledged to collaborate with the Student Affairs Office to enforce rules.

Mr. Rico stressed the importance of well-crafted letters for the school's governing body, expecting near perfection before his review. Ms. Nieva shared her approach of utilizing grammar-checking websites for accuracy. Mr. Enrile proposed amending the separation of SCPC from CSEB but later decided against it, challenging Mr. Concordia to organize an event managed by SCPC.

Discussion also involved Mr. Rico's proposal to amend the constitution and bylaws, citing outdated provisions. Mr. Rico suggested organizations with separate constitutions should operate independently and proposed reviewing the CBL for possible changes. Ms. Sharmila A. Imaysay advised checking the CBL before proceeding with changes, aiming for implementation in the upcoming semester. Mr. Enrile inquired about finalizing the CBL before August, and Mr. Rico proposed conducting the process online,



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agreed upon for further discussion at the next meeting.

2. Event Proposal for the Operational Planning 2024

Date: May 23-24, 2024

Venue: La Playa De Criselda Resort, Bacacay, Albay

Theme: "Navigating the Strategies to Student Development: Charting the Divinian Expedition".

After the letter is signed by the President, the body proposed obtaining a photocopy of the approved event proposal from the finance office to distribute information to the school deans. Ms. Nieva will follow up with the letter on Monday.

3. CHED Requirements

The off-campus requirements have been completed. Participants are required to submit the parent's permit and medical form and are responsible for getting them notarized. Starting Monday, May 6, 2024, participating organizations can obtain a photocopy of the event proposal and the parent's permit from the CSEB Office. The deadline for these requirements, as well as the meeting/orientation for participants, is Thursday, May 9, 2024. The deadline for the excuse letter for participants, which will be handled by Mr. Basto, is May 10, 2024. The clinic will manage the medical examinations.

4. Venue

The meeting and orientation for the participants of Operational Planning 2024 will be conducted on Thursday, May 9, 2024, in Room 212 (Training Room). Mr. Rico will handle the reservation of the meeting venue. During this session, discuss the house rules to be followed for the entire duration of the event with the participants.

5. Preparation for OPLAN 2024

5.1 School Vehicle

The request and reservation of the vehicle will be taken care of by Mr. Boboyo.

5.2 Materials And Pubmats Needed

Mr. Enrile reminded the Public Relations Officers about the materials needed for operational planning, including certificates for participants and the guest speaker, IDs, publication material layouts, and the tarpaulin layout.

5.3 Food

The food that will be served during the operational planning will be catered by Ms. Roselyn L. Lobrin.

5.4 Designation of Tasks

The team building activities have been assigned to Mr. Boboyo, Ms. Guy, and Ms. Nieva. Mr. Enrile suggests creating a game that participants can enjoy while also providing opportunities for reflection. The operational planning (OPLAN) will be hosted by Mr. Guadaña and Mr. Acosta, the Public Relations Officers.



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6. Summary of Task During the OPLAN

During the operational planning, food and finance will be handled by Ms. Lofamia and Mr. Boboyo. The technical aspects and documentation will be taken care of by Mr. Evan, Mr. Millena, Mr. Basto, and Mr. Concordia.

6.1 Materials Needed

Listed are the materials needed for the operational planning 2024.

- PRINTER
- HDMI
- PROJECTOR
- SCREEN PROJECTOR
- EXTENSION WIRE
- LAPTOP (2)

The speaker will be taken care of by Mr. Rico, while the DJI camera will be taken care of by Mr. Basto.

6.2 Security

To maintain security and ensure that all participants are following the guidelines provided by the coordinators during the event, Mr. Enrile, Mr. Boboyo, and Mr. Basto will serve as the watchmen at the venue.

6.3 Departure

The call time for participants is 06:30 AM for departure. All CSEB officers will leave the school at 5:30 AM to prepare the venue. Ms. Guy, Mr. Basto, Mr. Guadaña, and Mr. Acosta will depart at 7:30 AM with the participants. To ensure the listed participants are present for departure, Mr. Guadaña, Mr. Acosta, and Ms. Guy will manage the attendance.

6.4 Program Flow

The event program flow has been managed by Mr. Boboyo and Ms. Guy. Mr. Rico will deliver the welcome message and act as the facilitator for the SWOT analysis.

Team Building Activity

Mr. Enrile reminded everyone, especially the facilitators, about the importance of listing all the materials needed for the team-building activity to be procured.

6.5 Certificates

To ensure organization, Mr. Enrile has set a deadline for checking all publication materials on May 12 (Sunday) and for signing the certificates on May 13 (Monday). The Public Relations Officers (PRO) must provide Mr. Enrile and Mr. Rico with a soft copy of all publication materials (PUBMATS) and certificates for review.

7. Operational Planning for CSEB

SCHEDULE FOR OPLAN CSEB
MAY 12, 2024 - SUNDAY

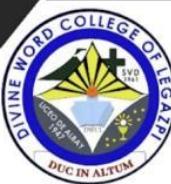


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8:00 AM - 5:00 PM

7.1 Presentation

Mr. Enrile and Mr. Boboyo will provide the format for the Project Implementation Plan (PIP). The CSEB officers will present their proposed plans, including objectives, budget allocation, date of the event, target participants, and proposal content. Each proposed project presentation will undergo critique, and discussions on roles and responsibilities per officer will be addressed. By August, all event proposals for the semester should be released. Before the implementation of each event, all proposals must be released; if not possible, the event proposal must be released at least a month before its scheduled date.

7.2 Technical

Ms. Nieva will be responsible for preparing the presentations during the Operational Planning (OPLAN) for CSEB. Every project presentation must be submitted on or before May 12 (Sunday).

7.3 Materials Needed

These are the materials needed for during the event

- PROJECTOR
- HDMI

8. Other Matters

8.1 CSEB Coordinators

In order to ensure prompt addressal of concerns, the College Student Executive Board (CSEB) has designated officers as coordinators for various offices within the institution. Isaiah will serve as the CES Coordinator, Jomar as the CESMI Coordinator, JD as the VP Admin Coordinator, and Audie as the Supplies Coordinator. This initiative aims to streamline communication channels and facilitate efficient collaboration between the CSEB and respective offices. The coordinators will act as direct points of contact, enabling swift resolution of any issues that may arise. Please find enclosed a letter informing your office of this assignment.

8.2 Junior Councilor & Student Crime Prevention Council

Mr. Concordia will oversee the application process for both the junior councilor and Student Crime Prevention Council positions. The Junior Council will consist of 16 members, with two junior councilors assigned to each position. The Student Crime Prevention Council will comprise 10 members, including the SCPC Chairman and Vice Chairman. Each SCPC officer will be responsible for managing the attendance of a specific number of students during events. In total, the council will consist of 14 CSEB officers, 16 junior councilors, and 10 Student Crime Prevention Council members.

The meeting adjourned at **04:00 PM**.

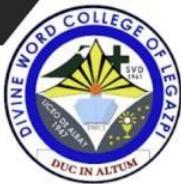


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Prepared by:

NAME

Position, Organization

Attested by:

NAME

Chairperson/President, Organization

Note: Followed by all the attending officers.

Noted:

NAME

Adviser, Organization



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Accomplishment Report

An accomplishment or narrative report is a comprehensive document that outlines achievements and activities over a specified period. It provides a detailed overview of completed tasks, the processes used, and challenges faced, and includes recommendations for future actions. This type of report is often used to evaluate progress, highlight successes, and inform stakeholders about key outcomes and lessons learned.

Guide to Creating an Accomplishment Report:

In creating the accomplishment report, introduce the event briefly

This introduction should include the event's name, purpose, date, and location, as well as any key highlights or objectives.

Elaborate on the event theme.

It provides a detailed and comprehensive explanation of the theme's aim, scope, and relevance. This thorough description helps ensure that every aspect of the event aligns with the central idea, promoting integration and consistency throughout.

Specify the audience

Understanding the audience allows you to tailor the message and content to their needs, interests, and level of understanding. By gaining insight into the audience, you can engage them more effectively, choosing exercises, illustrations, and references that align with their expectations and previous experiences.

Briefly state the activities included in the event.

It provides a clear summary of the actions taken during the event, helping to understand the scope and nature of the initiatives. This overview highlights significant results and key moments, showcasing the effectiveness and impact of the actions performed. Detailed record-keeping is facilitated by maintaining an accurate account of all activities, which is valuable for organizing future events, creating reference lists, and conducting assessments.



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ACCOMPLISHMENT REPORT OPERATIONAL PLANNING 2024



OPLAN 2024, the Operational Planning in preparation for the Academic Year 2024 with the theme **"Navigating the Strategies to Student Development: Charting the Divinian Expedition"**. This event ensured that the major and minor organizations of Divine Word College of Legazpi will be able to systematically organize and coordinate resources with other organizations and departments in the institution, which was be done through detailed decision-making regarding tasks, timelines, resource allocation, risk management, and communication among organizations. With this, organizations are expected to be able to successfully implement projects and achieve specific objectives while ensuring efficiency when conducting events in the Academic Year 2024 - 2025. In addition, OPLAN 2024 aimed to ensure that the day-to-day activities of all organizations align with the broader strategic goals of the institution. Thus, minimizes disruptions by anticipating challenges and optimizing processes which contributes to overall effectiveness and success.

The theme **"Navigating the Strategies to Student Development: Charting the Divinian Expedition"** of the OPLAN 2024 highlights the goal of the event, which is to provide a venue for the major and minor organization to strengthen relationships and mutual trust among organizations and students, create quality performance for student development and productivity, have more interactive experience through onsite consultations concerning student development activities, and to learn and adapt other student organizations' conduct of events. Furthermore, the event aimed to ensure the functional activities of both major and minor student organizations sync with their respective objectives, enabling them to reach their goals, enable major and minor organizations to benchmark from the organization of events and maximizing of resources of other organizations, bring together major and minor student organizations in pursuit of their shared organizational vision and objectives, and set clear boundaries for



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effective decision-making and optimize the allocation of resources. The College Student Executive Board in cooperation with the accredited major and minor organizations of Divine Word College of Legazpi organized the OPLAN 2024 in preparation for the Academic Year 2024 – 2025 last May 23 – 24, 2024 at La Playa de Criselda Resort, Bacacay, Albay. The event was headed by Isaiah Humprey R. Basto, CSEB External Vice Chairperson with his co-even head, Jomar Ray B. Boboyo, CSEB Internal Vice

Chairperson. This Operational Planning was attended by thirteen (13) CSEB officers, thirty (30) officers from major and minor organizations, eleven (11) Advisers, including the adviser of CSEB and the advisers of major and minor organizations, two (2) office heads, Ms. **SHARMILA A. IMAYSAY, MEd, LPT, OIC** – Director, Student Affairs Office and Ms. **RAMONELLE A. BARCELON, RSW**, Coordinator, Community Extensions Service and Social Concerns Office, one (1) administrator, the Vice President for Academic Affairs, **DR. SALVACION L. GARCERA, LPT**. With a total of fifty-seven (57) present individuals and nineteen (19) student organizations. Unfortunately, the Divine Dance Company (DDC), Psych Circle, and Handuraw Organization of Artist was not present during the OPLAN 2024. To maximize the planning for the events, the program of the event focused on the discussion and revisions of the Project Implementation Plans of each major and minor organization. For the first day of the Operational Planning, the organizations presented their initial Project Implementation Plan and was given time to revise according to the suggestion of the Vice President for Academic Affairs and other organizations. Mr. Allan S. Albaytar, MPA was also invited in the morning to discuss “Basic Parliamentary Procedures”. SWOT Analysis was also done by groups that consisted of officers from different major and minor organizations which discussed different processes of the institution. A few team-building activities that allowed the officers from different major and minor organizations to interact with one another. For the second day, the day was started with a short Zumba and then proceeded to the final consultation of the revised Project Implementation Plan of the major and minor organization, before departure.

The OPLAN 2024 was the very first Operational Planning that was done in an inhouse venue, this played a crucial role in making the event a success, this also provided the opportunity to carefully discuss the Project Implementation Plan of each major and minor organization of Divine Word College of Legazpi. Thus, ensuring that the events for the Academic Year 2024 – 2025 of organizations across departments will be able to efficiently share resources during the two semesters. With this, we can conclude that the Operational Planning 2024 was more than a success for the whole institution.

Note: Attach the documentations taken during the event.



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Budget Proposal

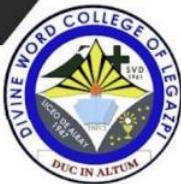
A budget proposal is a detailed financial plan that outlines projected income and expenditures for a specific period, such as a school year or semester. It acts as a strategic blueprint for allocating funds to support various activities, programs, and operations within the school organization. This proposal ensures that financial resources are effectively managed and distributed to meet the institution's objectives and needs.

Section 1: Planning the Budget

1. **Identify Potential Sources of Funds:** Determine all potential sources of revenue, including membership fees, residual funds from the previous academic year, and any additional funding sources.
2. **Estimate Total Available Funds:** Calculate the total amount of funds available by summing all identified sources.
3. **Plan the Budget:** Develop the budget by allocating funds to various activities and expenses based on their priority and necessity.
4. **Ensure Budget Compliance:** Confirm that the total budgeted amount does not exceed the total available funds to maintain the financial balance.

Section 2: Budget Presentation

1. Submit the budget proposal to the relevant authorities, including the President and the Adviser of the organization, for review and approval.
2. Provide a detailed explanation of the expense breakdown and the rationale behind each budget allocation.
3. Ensure that you secure all necessary approvals and signatures before proceeding with the implementation of the budget.



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BUDGET PROPOSAL

(Event Title)

(Date of the Event)

TOTAL BUDGETARY REQUEST

SOURCE OF FUND

xxx	Php xx,xxx.xx
xxx	Php x,xxx.xx

Php xx,xxx.xx

BREAKDOWN OF EXPENSES

Particulars	Total Cost
Materials [1]	Php x,xxx.xx
Food [2]	xx,xxx.xx
Honorarium [3]	x,xxx.xx
Token [4]	x,xxx.xx
Other Operating Expenses [5]	x,xxx.xx
Contingency Fund (5%)	Php xx,xxx.xx
TOTAL	Php xx,xxx.xx

Note 1: Materials

Particulars	Quantity	Amount Per Unit	Total Cost
XXX	XXX.	Php xxx.xx	xxx.xx
XXX	XXX	xxx.xx	XXX.xx
XXX	XXX	xxx.xx	XXX.xx
TOTAL			x,xxx.xx

Note 2: Food

No. of Pax	Particulars	Amount/Unit	Total Cost
x	XXX	Php xxx.xx	x,xxx.xx
x	XXX	xxx.xx	x,xxx.xx
x	XXX	xxx.xx	x,xxx.xx
TOTAL			xx,xxx.xx

Note 3: Honorarium

Particulars	No. of Pax	Amount per Unit	Total Cost
XXX	x	Php x,xxx.xx	Ph p x,xxx.xx
TOTAL			x,xxx.xx



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Liquidation Report

A liquidation report is a financial document that details the expenditure of funds allocated for a specific activity, project, or event. Schools typically prepare these reports after an event or program to provide a clear account of how the budget was utilized and to ensure transparency in financial management.

Section 1: Understanding Liquidation

1. Liquidation is the process of accounting for the expenses incurred during an event or activity.
2. It involves documenting all the expenses, including materials, food, honorarium, transportation, and miscellaneous costs.
3. Proper documentation, such as receipts and invoices, is essential for the liquidation process.

Section 2: Completing the Liquidation Report

1. Gather all the necessary documentation and organize the expenses into categories, as shown in the sample liquidation report.
2. Ensure that the total expenses do not exceed the allocated budget.
3. Prepare the liquidation report, including the breakdown of expenses and the excess or deficit, if any.
4. Obtain the necessary signatures from the Finance Officer, Chairperson, and Adviser of the organization.



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LIQUIDATION REPORT

Event Title

Date of the Event

Source of Fund

XXX	Php	X,XXX.XX
XXX		X,XXX.XX

Total Cash Available

Php X,XXX.XX

Less: Expenses

Materials [1]	Php	X,XXX.XX
Food and Token [2]		XX,XXX.XX
Honorarium [3]		X,XXX.XX
Transportation [4]		XXX.XX
Miscellaneous [5]		XXX.XX
		XX,XXX.XX
Total Expenses	Php	XX.XX
Excess/(Deficit)		

Prepared by:

NAME

Finance Officer, Organization

Audited by:

NAME

Auditor/Budget Officer, Organization

Attested by:

NAME

President/Chairperson, Organization

Noted:

NAME

Adviser, Organization



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Note 1: Materials

Date	OR Number	Payee	Particulars	Total Cost
XX-XX-XX	XXX	XXX	XXX	XXX.XX
XX-XX-XX	XXX	XXX	XXX	XXX.XX
XX-XX-XX	XXX	XXX	XXX	XXX.XX
Total			Php	<u>X,XXX.XX</u>

Note 2: Food and Token

Date	OR Number	Payee	Particulars	Total Cost
XX-XX-XX	XXX	XXX	XXX	XXX.XX
XX-XX-XX	XXX	XXX	XXX	XXX.XX
XX-XX-XX	XXX	XXX	XXX	XXX.XX
Total			Php	<u>X,XXX.XX</u>

Note 3: Honorarium

Date	Particulars	Pax	Unit Cost	Total Cost
XX-XX-XX	XXX	x	Php X,XXX.XX	Php X,XXX.XX
XX-XX-	XXX	x	X,XXX.XX	X,XXX.XX
XX				
XX-XX-	XXX	x	X,XXX.XX	X,XXX.XX
XX				
Total			Php	<u>X,XXX.XX</u>

Note 4: Transportation

Date	No. of Persons	Initial Location	Destination	Mode of Transportation	Total Cost
X-XX-XX	x	XXX	XXX	XXX	Php XX.XX
X-XX-XX	x	XXX	XXX	XXX	XX.XX
X-XX-XX	x	XXX	XXX	XXX	XX.XX



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Financial Report

A financial report is a document that provides an overview of the school's financial activities, performance, and status. It is designed to inform stakeholders—including school administrators, board members, government agencies, and, in some cases, parents or donors—about how the school is managing its funds and resources.

Section 1: Importance of Financial Reporting

1. Financial reporting is crucial for maintaining transparency and accountability in the management of organizational funds.
2. It helps in tracking the utilization of funds, identifying areas of improvement, and planning for future budgets.

Section 2: Creating a Financial Report

1. Prepare a comprehensive financial report that includes the source of funds, the breakdown of budget allocation, and the actual expenses incurred.
2. Ensure that the financial report is aligned with the approved budget proposal and the liquidation reports.
3. Present the financial report to the President and Adviser for review and approval.
4. Use the financial report as a basis for future budget planning and decision-making.



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FINANCIAL REPORT

1ST SEMESTER

AY: XXXX-XXXX

SOURCE OF FUND

XXX	Php	xxx,xxx.xx
Less: XXX		xx,xxx.xx
Add: XXX	Php	xxx,xxx.xx
TOTAL FUND	Php	xxx,xxx.xx

BREAKDOWN OF 1ST SEMESTER EXPENSES

Particulars	Php	Total Cost
XXX		xx,xxx.xx
XXX		xx,xxx.xx
XXX		xxx,xxx.xx
XXX		xx,xxx.xx
XXX		xx,xxx.xx
XXX		x,xxx.xx
XXX		xx,xxx.xx
XXX		xx,xxx.xx
XXX		xxx,xxx.xx
TOTAL	Php	<u>xxx,xxx.xx</u>

Prepared by:

Prepared by:

NAME

Finance Officer, Organization

Reviewed by:

Reviewed by:

NAME

President/Chairperson, Organization

Noted:

NAME

Adviser, Organization



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Note 5: Miscellaneous

Date	OR Number	Payee	Particulars	Total Cost
XX-XX-XX	XXX	XXX	XXX	XXX.XX
XX-XX-XX	XXX	XXX	XXX	XXX.XX
XX-XX-XX	XXX	XXX	XXX	XXX.XX
Total			Php	<u>xxx.xx</u>



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