



MEMORANDUM CIRCULAR NO. 002 S. 2023

Date : **APRIL 21, 2023**

To : **ALL STUDENT COUNCIL OFFICIALS**

- **Central Student Council / Sentral na Konseho ng Mag-aaral (SKM)**
- **Local Student Councils (LSC)**
- **Student Tribunal (ST)**
- **Constitutional Commissions (ConComms)**
 - **Commission on Audit (COA)**
 - **Commission on Elections (COMELEC)**
 - **Commission on Student Organization and Accreditation (COSOA)**
- **Junior Council Officers, Staff, and All Other Appointed Officers of All Offices Mentioned Above**

Subject : **EXTENSION OF SUBMISSION OF ROSTER OF STUDENT COUNCIL INCUMBENT OFFICERS AND ADDITIONAL POLICY CONTENT CONCERNING THE SUBMISSION OF PROOF OF ENROLLMENT FOR THE SECOND SEMESTER OF ACADEMIC YEAR 2022-2023**

Greetings of Peace and Excellence!

As part of its disciplinary function, the Commission on Elections issues this Memorandum Circular to all Student Council officers (SCC Article XII-A, section 3). In accordance with their oath, all Student Council officers must demonstrate their duty of accountability to the University, the Student Council, and its Constitution and By-Laws upon taking their positions.

In line with this, the Commission includes these additional changes to the currently existing policy content as outlined in **Memorandum Circular No. 001, series of 2023** released on **April 17, 2023**, with respect to the concerns raised to the Commission. The additional contents of the policy are outlined as follows:

- I. On the Deadline for Submission of Lists of Incumbent Officers and Members of All Student Council Offices.**
 - a. The Deadline is extended till **April 26, 2023, Wednesday**.
- II. On the Resignation of Officers and/or Members of Any Student Council Office.**
 - a. If the **officer and/or member of the Student Council Office has resigned or is expected to resign on or before the release of Memorandum Circular no. 001, s.2023 on April 17, 2023, Monday**, they shall not be included in the final list of officers and/or members to be submitted by their respective office. They are not to submit any proof of enrollment.
 - b. If the **officer and/or member of the Student Council Office has resigned or is expected to resign on or before the extended deadline**



for submission list of incumbent officers and members of All Student Council Offices on April 26, 2023, Monday, they shall not be included in the final list of officers and/or members to be submitted by their respective office. They are not to submit any proof of enrollment.

- i. However, if the **officer or member has resigned after the extended deadline for submission of list of incumbent officers and members of All Student Council Offices, but before the deadline of the submission of proof of enrollment for second semester academic year 2022-2023**, they shall be included in the list of officers and members of their respective office but are not to submit proof of enrollment.
- ii. The respective office must inform the Commission of the names of officers and members that have **resigned after the submission of list of incumbent officers and members of All Student Council Offices, but before the deadline of the submission of proof of enrollment for second semester academic year 2022-2023, before April 29, 2023.**
- c. If the **officer and/or member of the Student Council Office has resigned or is expected to resign on or before the deadline of the submission of proof of enrollment for second semester academic year 2022-2023**, they shall not be included in the final list of officers and/or members to be submitted by their respective office. They are not to submit any proof of enrollment.

III. On the Special Cases Concerning Secondary Officers.

- a. **Secondary Officers who are enrolled in the Open University.**
 - i. Any secondary officer who is enrolled in the Open University is not required to submit proof of enrollment but is required to be included in their respective office's list of officers and members.
 - ii. Their respective office must inform the Commission of the names of the secondary officers enrolled in the Open University.
- b. **Secondary Officers of two or more Student Council Offices.**
 - i. Any secondary officer of two or more Student Council Offices may choose to submit only one proof of enrollment under any of their respective offices. However, they are required to be included in the list of offices and members of all their respective offices.
- c. **New Secondary Officers.**
 - i. Any secondary officer admitted to any office **before the release of Memorandum Circular no. 001, s.2023 on April 17, 2023, Monday**, are not required to be included in the list of officers and members of their respective office. They should not submit any proof of enrollment to the Commission.
 1. If their respective office has included them in the list of officers and members submitted to the Commission, their respective office must inform the Commission of the names of officers and members who were admitted prior to the release of Memorandum Circular no. 001, s.2023.



Polytechnic University of the Philippines
STUDENT COUNCIL CONSTITUTIONAL COMMISSION
COMMISSION ON ELECTIONS

Should there be any concerns, you may contact the Commission through our official email address (pup-comelec@pup.edu.ph), alternative email address (comelec.pup@gmail.com), or official Facebook page (www.facebook.com/comelecpupmain).

In the spirit of public service,

SIGNATURE REDACTED

GAD THOMAS DEUEL S. MENDIOLA

Chairperson

PUP SC COMELEC

