



MEMORANDUM CIRCULAR NO. 001 S. 2023

Date : **APRIL 17, 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 : **ENROLLMENT OF STUDENT COUNCIL OFFICERS FOR SECOND SEMESTER 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 mandates that all Student Council Offices **furnish a roster of their respective officers and members**, and that each officer and member **provide proof of enrollment for the second semester of the academic year 2022-2023**. The contents of the policy are outlined as follows:

- I. On the Content of the List of Incumbent Officers of All Student Council Offices.**
 - a. Central Student Council/ Sentral na Konseho ng Mag-aaral (SKM) and Local Student Councils (LCS)**
 - i. Must include in their list both primary and secondary officers that are expected to continue their service until the end of the academic year.
 1. **Primary Officers** shall consist of the President, Vice President, and Councilors.
 2. **Secondary Officers** shall consist of Junior Council Officers (JCO), Staff members, and other appointed officers of their respective offices.
 - b. Student Tribunal (ST)**
 - i. Must include in their list both primary and secondary officers that are expected to continue their service until the end of the academic year.
 1. **Primary Officers** shall consist of the Chief Magistrate, and Associate Magistrates.



2. **Secondary Officers** shall consist of Staff members and other appointed officers of their respective office.

c. **Constitutional Commissions (ConComms)**

- i. Must include in their list both primary and secondary officers that are expected to continue their service until the end of the academic year.
 1. **Primary Officers** shall consist of the Commissioners and other officers holding executive positions if applicable (e.g., Chairperson, Vice Chairperson, Secretary-General, Assistant Secretary-General, Treasurer, Director).
 2. **Secondary Officers** shall consist of Staff members and other appointed officers of their respective offices.

II. **On the Submission of Lists.**

- a. The aforementioned offices shall submit the list to the official email address of the Commission on Elections (pup-comelec@pup.edu.ph) or on the alternative email address (comelec.pup@gmail.com) on or before **April 21, 2023, Friday**, and ensure that it is submitted no later than **11:59 PM**.

III. **On the Submission of Proof of Enrollment for the Second Semester AY 2022-2023**

a. **Proof of Enrollment**

- i. All officers of the Student Council shall provide their Second Semester Certificate of Registration Certification from the Admission and Registration Office (ARO) e.g., Registration Card as proof that they are enrolled for the Second Semester Academic Year 2022-2023.
 1. Appointed or secondary officers of the Student Council Offices (e.g., Junior Council Officers, Staff, etc.) shall also submit their Registration Card. (SCC Article XV section 2; Article III, section 2).

b. **Alternative Document/s**

- i. A copy of the official Certification of Enrollment/Attendance through Online Document Request System (ODRS) within the second semester shall suffice for an alternative document.
- ii. Others that may be specified by the Commission.

c. **Submission of Document/s**

- i. The Commission shall put up an online form that will be sent to the email addresses of all Student Council Offices on April 18, 2023.
- ii. The deadline for submission of the documents shall be on **April 29, 2023, Saturday, no later than 11:59 PM**.
- iii. The Commission shall publish a list of submissions per office every three days until the final date of submission.
 1. After all submissions, the Commission shall publish all names publicly and shall provide a copy to the agencies of the Student Council.

d. **Failure of Submission**

- i. Any officer that fails to provide a copy of their Registration Card, official Certificate of Enrollment/Attendance, or other documents specified by the Commission on or before April 29, 2023, shall be referred to the appropriate authority.
 1. All officers who hold elective office, Magistrates of the Student Tribunal, Commissioners of the Constitutional Commissions



who fail to provide any form of proof of enrollment shall be referred to the Student Council Assembly (SCC Article X, section 8; Article XII A, section 3; Article XV, section 2-3).

2. All other officers and members appointed shall be referred to their appointing authority. Their removal is in full discretion of their appointing authority.
 - a. Appointing authorities who fail to dismiss their appointed officers and members shall be referred to the Student Council Assembly.

The submitted lists will be used to determine how many officials are expected to submit confirmation of enrollment during the second semester of the academic year 2022-2023.

In the spirit of public service,

SIGNATURE REDACTED

GAD THOMAS DEUEL S. MENDIOLA

Chairperson

PUP SC COMELEC