



**OFFICE OF STUDENT AFFAIRS AND SERVICES**  
**APPLICATION FOR RECOGNITION/RENEWAL OF ACCREDITED STUDENT ORGANIZATION**

\_\_\_\_\_  
Date

**THE DIRECTOR/CHAIRPERSON**

Office of Student Affairs and Services

LSPU

Sir:

I have the honor to apply for recognition/renewal of OCTA, a duly recognized organization in this University.

In compliance with CHED Memo Order #9 s. 2013, Subj.: Enhanced Policies & Guidelines on Student Affairs and Services (Article VIII-Student Development, Section 19. Student Organizations and Activities) I am submitting for proper action the following requirements for recognition and accreditation.

1. Letter for application for recognition (4 copies)
2. Constitution and By-Laws of the Organization (4 copies)
3. Program of activities for one (1) year (4 copies)
4. List of officers with signature, student I.D. Nos. and attached 2x2 I.D. picture (4 copies)
5. List of members with signature, student I.D. number and attached 1x1 ID picture (4 copies)
6. Accomplishment report (for renewal of accreditation) (4 copies)

It is understood that the provision to the LSPU Supplementary Rules and Regulations Governing Student Organizations in this official Recognition are good only for one (1) school year subject to renewal unless revoked prior to this expiration.

Respectfully yours,

submitted by superadmin 2

Organization President

OCTA

Name of Organization

Noted:

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Adviser, Student Organization

MR. RONNEL A. DELA CRUZ

Dean/Assoc. Dean of College

Recommending Approval:

AL JOHN A. VILLAREAL

Coordinator, Student Organization Unit

Approved/Disapproved:

DR. ALBERTO B. CASTILLO

Chairperson, Office of Student Affairs and Services