



ADAMSON UNIVERSITY
OFFICE FOR STUDENT AFFAIRS
Student Development Section



OSA Memo No. 04 Series of 2023

Date: August 15, 2023

To: All Recognized Student Organizations
Adamson University Student Government
The Adamson Chronicle

From: OSA-Student Development Section

Subject: General Guidelines for the Conduct of RSO Activity effective AY 2023-2024

Greetings of peace!

We are pleased to inform you of the following guidelines for the conduct of activities of RSOs, AUSG, and TAC for the School Year 2023-2024.

1. Conduct of Activities:

1.1. Classes must be prioritized at all times.

1.2. There will be no conduct of activities during Prelims and Midterm Examinations Week, Holidays, and Sundays. An Activity Ban shall be implemented within the month of the Final Examination Week to ensure that the students will focus on their studies.

2. Accreditation and Point System:

2.1. Student organization's status will vary on the yearly performance of the organization. Please refer to the Memo No. 05, s.2023 Implementing Rules and Regulations on the conduct of RSO Activities effective AY 2023-2024.

3. Operational Plan of Activities

3.1. The RSOs should be able to conduct five (5) activities which consist of the following:

3.1.1. Organizational-Related Activity – Activities that directly support the nature and purpose of the organization.



ADAMSON UNIVERSITY
OFFICE FOR STUDENT AFFAIRS
Student Development Section



3.1.2. Community Involvement Activity – Activities geared towards empowering communities through outreach and advocacy. These activities provide students an opportunity to acquire the knowledge, values, attitudes, commitment, other similar charitable activities, and skills needed for social involvement and development. This project must be endorsed by the Integrated Community Extension Services (ICES).

3.1.3. Spiritual Enrichment Activity – Activities that primarily promote and manifest spiritual well-being, such as organizing and facilitating recollection, prayer meetings/rituals, spiritual talks, catechism and the like. This activity must be endorsed by the Campus Ministry Office (CMO).

3.1.4. Environmental Activity – Activities that promote the protection and conservation of the environment; deepen understanding of the environmental concerns and issues; manifest specific environmental action of the organization.

3.1.5. Organizational Development Activity – Activities that fall outside the curriculum but are related to the nature and purpose of the organization. These activities are intended to increase membership, improve coordination, and deepen the relationship between officers and members and other activities which address other organizational needs of the organization.

3.2. The proposed activity must be included in the Operational Plan submitted to OSA-Student Development. The OP must be endorsed by the Adviser and the Program Chairperson for the academic and co-academic organizations.

3.3. Academic/Class activities such as special lectures/seminars, or department or college activities like general assembly, college week, etc. are under the authority of the Academic Administrators.

3.4. All RSOs are encouraged to collaborate/partner with other RSOs. The workload must be distributed equitably to each.

4. Activity Approval Procedure

4.1. Submit the accomplished Student Organization Activity Proposal (SOAP) Form at the OSA-Student Development Section including the attached supporting documents, as listed below but not limited to the following:

4.1.1. [Concept Paper.pdf](#)

4.1.2. Program of Activity



ADAMSON UNIVERSITY
OFFICE FOR STUDENT AFFAIRS
Student Development Section



- 4.1.3. Breakdown of expenses
- 4.1.4. Endorsement by the CMO for Spiritual Enrichment Activity or ICES for Community Involvement Activity.
- 4.2. The On-Campus activity approval must be secured two (2) weeks before the actual implementation of the activity.
- 4.3. The Off-Campus activity approval must be secured at least a month before the actual implementation of the activity and shall follow the requirement prescribed by the CHED Memorandum Order No. 63 Series. 2017 also known as Policies and Guidelines on Local Off-Campus Activities.
- 4.4. No approved activity, no conduct of activity, and no budget.
- 4.5. Within five (5) working days after the conduct of the activity, the RSO shall submit [Activity Documentation Report \(ADR\).pdf](#) and summary of activity evaluation.
5. Income Generating Activities
 - 5.1. All Recognized Student Organizations may conduct fundraising events such as but not limited to solidarity share, registration fees, sponsorship, ticket sales, membership fees and among others subject to the [VPFA Memo No. 05 s2022 updated guidelines for RSO on donation \(1\).pdf](#)
 - 5.2. Collection via GCash is **NO** longer allowed.
 - 5.3. The Sponsorship Form which is available at the OSA must be filled in for approval.
 - 5.4. All internal and external partnerships/sponsorship must secure a Memorandum of Agreement (MOA), reviewed by OSA and the University Legal Office, before the project implementation.
 - 5.5. Students or officers of the RSOs are not qualified as signatories to the MOA or agreement with the external partners. The advisers and the chairpersons are the proper signatories on behalf of the RSO.
 - 5.6. A copy of the signed/approved MOAs must be submitted to OSA.
 - 5.7. All in-kind items, gift certificates, e-vouchers must be declared. All cash sponsorship must be deposited in compliance with the Centralized Collection Policy provided under VPFA memo no. 5, s2022.



ADAMSON UNIVERSITY
OFFICE FOR STUDENT AFFAIRS
Student Development Section



5.8. Donation/Solicitation Drives are discouraged.

6. Social Media Postings and Email Communications

- 6.1. All communications should be coursed through proper channels with proper business etiquette.
- 6.2. All internal and external email correspondence must use the official Adamson Email accounts and be approved by, and copy furnished the Adviser for monitoring and recording purposes.
- 6.3. All student organizations must be mindful of posting on their respective social media accounts as it also reflects Adamson University's branding and identity. Any misuse or abuse or inappropriate use of social media accounts by students or groups will be a ground disciplinary action.
- 6.4. RSOs must use the same social media account/s. Creation of a new and multiple social media accounts of the same platform is prohibited.
- 6.5. Only enrolled students are qualified to be members of the RSO social media account/s. Alumni or graduates must join the department or local alumni association and/or the grand alumni of Adamson University social media account/s.
- 6.6. Social Statements and/or Unity Statements must be approved by the officers and the adviser prior to posting.
- 6.7. All forms of social media accounts must be registered with the Office for Student Affairs (OSA), University Information Security Office (UIISO), and Institutional Development and External Affairs (IDEA) Office to be considered as accredited student social media accounts.
- 6.8. All RSO publicity materials must be reviewed and approved by the concerned adviser prior to posting.
- 6.9. Students are reminded to observe the policies provided under the [2022 Students' Code of Conduct for Online Learning, Virtual Activities and Social Media Engagement \(1\).pdf](#)



ADAMSON UNIVERSITY
OFFICE FOR STUDENT AFFAIRS
Student Development Section



7. Financial Requests and Liquidation Report

- 7.1. All Cash Advance and Financial related requests must be coursed through the Budget Requisition Slip (BRS) with the endorsement of the Adviser.
- 7.2. All requests must have supporting documents as follows:
 - 7.2.1. Approved Student Organization Activity Proposal Form;
 - 7.2.2. Detailed budget breakdown;
 - 7.2.3. Bank details of the recipient;
- 7.3. Funds for the Activities must be requested at least seven (7) working days prior to the actual conduct of the activity to ensure the timely release of funds.
- 7.4. Late filing will not be accommodated. Reimbursements are strictly discouraged. This is to avoid the usage of personal funds of both the advisers and students.
- 7.5. Liquidation shall be done immediately and not beyond five (5) days after the conduct of the activity.
- 7.6. The RSOs who have pending three (3) unliquidated cash advances are not allowed to request further cash advances.
- 7.7. The date of original receipts must be within the date or the nearest date before the conduct of the activity/project while the attendance must be on the actual date of the activity.
- 7.8. All expenses should be supported by an official receipt in the name of Adamson University.
- 7.9. To reduce request for cash advances and to facilitate liquidation, RSOs are encouraged to transact business through the Adamson's Corporate Credit Card of OSA to be implemented this AY 2023-2024. A separate IRR for this purpose will be released soon.

8. Software Applications

- 8.1. Student organizations are encouraged to maximize the use of MS Teams in the conduct of their online activities and One Drive as the digital storage.



ADAMSON UNIVERSITY
OFFICE FOR STUDENT AFFAIRS
Student Development Section



8.2. A series of online applications software training will be available during the SY 2023-2024 through OSA's Digital Upskilling Training.

9. Basic Education Department (JHS/SHS) Involvement with College RSOs

9.1. Membership of the Junior and Senior High School students with the College RSOs is not allowed.

9.2. Request for participation of the Junior and Senior High School students in the College Student-Initiated Organization activities must secure prior endorsement from OSA before seeking approval from BED.

The Office for Student Affairs wishes a very productive and enjoyable SY 2023-2024 to all Vincentian Student Leaders in their relentless service for the development of Student Life of our fellow Klasmeys!

VERITAS IN CARITATE!

For any inquiries or concerns, please feel free to contact osadev@adamson.edu.ph.

Thank you!

Sincerely,

(sgd.) Mr. Keane Cyril N. Gadia
Head, Student Development Section

Noted by:

(sgd.) Atty. Jan Nelin M. Navallasca
Director, Office for Student Affairs