



The 5th Student Assembly

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SAMAHAN Act No. 006-2526

Introduced by **Hon. Sandra Rachelle Joy C. Adora**
Hon. Hannah O. Aquino

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AN ACT ESTABLISHING THE SAMAHAN STUDENTS' NEEDS AND SERVICES DEPARTMENT (SNSD)

ARTICLE I *General Provisions*

SECTION 1 **Short Title.** This Act shall otherwise be known as the "SAMAHAN Students Needs and Services Act"

SECTION 2 **Declaration of Policy.** The Samahan ng Mga Mag-Aaral ng Pamantasang Ateneo de Davao (SAMAHAN) acknowledges the vital role of SAMAHAN as a formation-centered student government committed to responding to the needs, concerns, and aspirations of the student body. This Act aims to establish the SAMAHAN Students' Needs and Services Department or SNSD, which stands as a concrete expression of SAMAHAN's commitment to serve the student body with compassion, responsiveness, and integrity. In partnership with the student body and various offices of SAMAHAN, the SNSD strives to create spaces of service, support, and empowerment, ensuring that no voice is left unheard and no need remains unaddressed. The Department will operate in accordance with its Code of Internal Procedures and implement flagship projects to support its mission.

SECTION 3 **Scope.** This Act shall apply to the creation, organization, and operational functions of the SAMAHAN Students' Needs and Services Department, including its roles, responsibilities, and interaction with other SAMAHAN departments, student organizations, and external entities.

SECTION 4 **Definition of Terms.** For the purposes of this Act, the following terms are defined as follows:

- a. the SAMAHAN Students' Needs and Services Department (SNSD) – The department established by this Act is responsible for addressing the concrete needs, welfare, and well-being of the student body;



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- b. Code of Internal Procedures — The set of rules and guidelines governing the operations and conduct of the SNSD, which is attached as Exhibit A.
- c. Flagship Projects — Major initiatives and programs undertaken by SNSD to achieve its objectives, including but not limited to programs, services, and initiatives that are grounded in direct consultation with the student, research, and student participation as shown in Exhibit B.

ARTICLE II Purpose and Other Preliminary Provisions

SECTION 1 **Purpose.** The purpose of SNSD is to:

- a. Serve as the proactive arm of SAMAHAN in addressing the concrete needs, welfare, and well-being of the student body;
- b. Listen attentively and respond compassionately to the concerns, struggles, and aspirations of the student body;
- c. Provide programs, services, and initiatives that are grounded in direct consultation with the student, research, and student participation.
- d. Work with and for the student body to foster a culture of care, inclusivity, and collective empowerment; and
- e. Uphold the values of service, justice, and integrity in building a community that is both heard and supported.

SECTION 2 **Establishment of the Department.** The SNSD is hereby established within SAMAHAN as a distinct entity under the Office of the SAMAHAN President.

SECTION 3 **Roles and Responsibilities.** SNSD shall:

- a. Develop and implement services, spaces, and channels for the purpose of addressing student concerns
- b. Organize events, seminars, and forums that foster open dialogue to enable the student body to channel their concerns and inquiries.
- c. Collaborate with other SAMAHAN departments and student organizations to be responsive to the needs of the student body, at the given capacity of the department.



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- d. Maintain a repository of information and resources related to student engagement and advocacy.

SECTION 4

Operational Significance. The creation of SNSD represents a strategic enhancement in the organizational structure of SAMAHAN, aimed at addressing the complexities of political engagement within the student body. The department's establishment under the Office of the SAMAHAN President ensures high-level oversight and integration with SAMAHAN's accountability and responsiveness to the student body. SNSD will be equipped with the mandate to:

- a. Formulate and execute a comprehensive framework for effectively handling and channeling student concerns through programs and services align with the core values of service of the SAMAHAN.
- b. Design and implement a robust system for tracking and evaluating the impact of the SNSD initiatives.
- c. Develop partnerships with relevant student organizations, academic institutions, and external stakeholders to amplify the department's reach and effectiveness.
- d. Allocate resources and manage budgetary considerations in a manner that maximizes operational efficiency and program effectiveness.
- e. Ensure compliance with all relevant regulations and internal procedures, providing periodic reports to the SAMAHAN President on the department's performance and strategic outcomes.

ARTICLE III Final Provisions

SECTION 1

Repealing Clause. All other laws, rules, or regulations contrary to or inconsistent with this Act are hereby repealed or modified accordingly.

SECTION 2

Separability Clause. If any provision of this Act is held to be invalid or unconstitutional, the remaining provisions shall continue in full force and effect.

SECTION 3

Effectivity. This Act shall take effect immediately, following its approval by the Student Assembly and publication in the official student government channels.

Approved this 9th of August, 2025



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Signed: August 11, 2025



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Exhibit A: Students' Needs and Services Department Code of Internal Procedures

SAMAHAN STUDENTS' NEEDS AND SERVICES DEPARTMENT

Preamble

We, the members of the **Students' Needs and Services Department** of the Samahan ng mga Mag-Aaral ng Pamantasang Ateneo de Davao (SAMAHAN), recognizing the vital role of SAMAHAN as a formation-centered student government committed to responding to the needs, concerns, and aspirations of the student body, rooted in the belief that genuine service begins with listening, we uphold the importance of heeding the collective voice of the Ateneo Community. Through this department, we strive to foster a culture of care, solidarity, and empowerment by providing meaningful service for and *with* the student body, grounded in dialogue, collaboration, and shared action.

The Students' Needs and Service Department (SNSD) stands as a concrete expression of SAMAHAN's commitment to serve the student body with compassion, responsiveness, and Integrity. In partnership with the student body and various offices of SAMAHAN, we strive to create spaces of service, support, and empowerment, ensuring that no voice is left unheard and no need remains unaddressed. Together, we strive to build a student community that is not only well-served but also actively engaged in shaping a better Ateneo.

Part I. Name and Logo

Section 1. **Name.** These statutes shall be known as the SAMAHAN Students' Needs and Services Department Code of Internal Procedures. Briefly, it shall be referred to as the "SNSD CIP."



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Part II. General Provisions

Section 1. Departmental Mandate and Scope. The Students' Needs and Services Department (SNSD) shall serve as the central service-oriented arm of SAMAHAN, tasked with directly responding to the immediate and long-term needs, welfare, and general well-being of the Ateneo student body. The department shall ensure that student services are accessible, inclusive, and sustained throughout the academic year through the implementation, coordination, and monitoring of programs and support mechanisms. SNSD shall specifically oversee and manage SAMAHAN services, including, but not limited to:

- The Free Ink and Printing Assistance Program
- The Menstruation Kit Distribution Program
- The Lost and Found Coordination System
- The Free Blue Books or Academic Support Materials Program
- The Basic Needs Referral and Emergency Response Support (as applicable)
- Any future SAMAHAN-mandated student services and information dissemination that fall within its mission

All these services shall be guided by the department's commitment to compassion, responsiveness, and integrity, grounded in listening to the collective voice of the student body and fostering a culture of care, solidarity, and shared action responsive to their evolving needs.

Section 2. Feedback and Participatory Mechanisms. To ensure that the programs and services remain responsive and student-centered, the SNSD shall forge and institutionalize structured feedback mechanisms. These mechanisms shall serve to:



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- Assess the effectiveness of current services and programs
- Gather insights, complaints, and suggestions from the student body
- Facilitate collaborative dialogue with sectoral and cluster-based representatives
- Inform policy and service design in a way that prioritizes student voices

Feedback tools may include, but are not limited to:

- Online feedback forms after every service/event
- Regular open forums, town hall-style consultations, or feedback loops
- Anonymous forms and mechanisms for accessibility and safety
- Cluster-specific or sector-specific needs assessments coordinated by Cluster Liaisons and the Multi-Sectoral Council

The information gathered through these mechanisms shall be compiled, reviewed, and presented to the SAMAHAN Central Board and used to guide program adjustments, policy decisions, and institutional recommendations.

Section 3. Monitoring and Evaluation. The data from the gathered feedback and participatory mechanisms will be utilized to release a Semester-End Report that will inform students on data-driven results regarding the services offered for a specific semester. This report will also inform the student body about potential next steps, planned changes, or improvements to be implemented by the department.

Part III. Statement of Objectives and Principles

Section 1. Declaration of Policy. The SNSD CIP is intended to serve as the directive measure for the proceedings of the SNSD Executive Board.



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Section 2.

The provisions of the SNSD CIP are to be regarded by the members of the department as part of their duties and responsibilities as the SNSD Executive Board and Divisions.

Section 3.

The Deputy Director and the Secretary-General are called upon to implement this code.

Section 4.

The SNSD Department strives to:

1. Serve as the proactive arm of SAMAHAN in addressing the concrete needs, welfare, and well-being of the student body;
2. Listen attentively and respond compassionately to the concerns, struggles, and aspirations of the student body;
3. Provide programs, services, and initiatives that are grounded in direct consultation with the student, research, and student participation.
4. Work with and for the student body to foster a culture of care, inclusivity, and collective empowerment; and
5. Uphold the values of service, justice, and integrity in building a community that is both heard and supported.

Part IV. Structure of Organization

Section 1.

Structure of the SNSD Executive Board. The SNSD Executive Board is composed of seven (7) individuals. The following are included in the Executive Board:

1. Director
2. Deputy Director
3. Associate to the Directors
4. Secretary General
5. Assistant Secretary General



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6. Treasurer
7. Auditor

Section 2. SNSD Committee. The SNSD Divisions are the workforce of the Executive Board to discharge specific functions properly. A Division Head shall be appointed by the Executive Board for each department under their respective offices. The Divisions established by the Board are as follows:

1. Communications Director
2. Communications Deputy Director
3. Creative Director
4. Creative Deputy Director
5. Cluster Liaisons
6. Sectoral Representatives

Section 3. Qualifications of the SNSD Executive Board and Division Heads. The members of the SNSD Executive Board and Division Heads shall have the following qualifications:

1. Must possess leadership qualities and a sense of responsibility.
2. Must have no major disciplinary record as defined by the college handbook unless exceptions are provided by the Office of Student Affairs.
3. Must be a bona fide student of Ateneo de Davao University, having the minimum QPI requirement stated in the form of the AdDU student handbook.

Section 4. Definition and Scope of the SNSD Executive Board.

1. **The SNSD Director** leads the overall direction of the department, making sure that all programs and services align with the core values of service of the SAMAHAN. The Director oversees the



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Executive Board, represents SNSD in official capacities, together with their Deputy, and serves as the primary liaison to the SAMAHAN Central Board.

2. **The SNSD Deputy Director** assists the Director in managing the department and assumes the Director's responsibilities in their absence. The Deputy also coordinates cross-functional efforts among the officers and provides strategic input for policy and program development.
3. **The SNSD Associate to the Directors** provides direct support to the Director and Deputy Director in administrative and executive functions. The Associate ensures internal coordination, schedules, documentation, and assumes the Directors' responsibilities in their absence.
4. **The Secretary General** is responsible for all official documentation, internal and external communications, and record keeping. They ensure organized archiving of minutes, correspondences, and program reports, and help maintain transparency and accountability within the department.
5. **The Assistant Secretary General** supports the Secretary General in documentation and communication tasks. They may take the lead in subcommittee logistics and ensure the timeliness and consistency of internal reporting.
6. **The Treasurer** manages the department's financial resources. This includes budget planning, fund disbursement, liquidation, and ensuring that all financial activities are transparent, ethical, and aligned with SAMAHAN's financial policies.
7. **The Auditor** safeguards the integrity and accountability of the department by regularly reviewing financial records, monitoring compliance with policies, and providing internal checks and



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balances to ensure responsible use of resources.

Section 5. Definition and Scope of the SNSD Divisions.

1. **The Communications Director** assists with pre-production projects and ensures information dissemination by handling the official social media accounts of SNSD.
2. **The Communications Deputy Director** serves as a support to the Communications Director in ensuring effective information dissemination to the student body.
3. **The Creative Director** will spearhead the creative publication materials needed for events of the department. This division shall develop the necessary strategic designs and layout plans
4. **The Creative Deputy Director** supports the Creative Director in spearheading the development of strategic designs and layout plans for the department's events, assisting in the production of creative publication materials.
5. **Cluster Liaisons** serve as the primary point persons between SNSD and the different clusters of the university. They are responsible for gathering cluster-specific concerns, facilitating communication, and ensuring that SNSD programs are responsive to the unique needs of each academic community. Liaisons also help coordinate the implementation of services and initiatives within their respective clusters.
6. **Multi-Sectoral Council** ensures and represents the voices of the different sectors and groups in the university (e.g., scholars, working students, Lumad/Indigenous Peoples, LGBTQIA+, PWDs, student-athletes, students artists, etc.), are included in the planning and implementation of SNSD services. They advocate for sector-specific needs, monitor inclusivity, and push for justice, and



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equity-centered programming. Sectoral Representatives also help coordinate the implementation of services and initiatives within their respective clusters.

Part V. Meeting and Attendance

Section 1. The Executive Board is expected to be present at all meetings. Division Heads and Deputy Heads are required to attend unless otherwise announced.

Section 2. Emergency Meetings. The Director has the authority to convene an emergency meeting through an Executive Order, which must be issued at least three hours before the meeting. In the Director's absence, the top-ranking official may convene the meeting. Executive Board members are required to attend, although they can be excused if the Executive Board deems it necessary, with valid reasons for their absence (Part 5 Section 1).

Part VI. Absences and Tardiness

Section 1. Valid Reasons. Only the reasons written hereunder will be considered an excused absence, tardiness, or early departure:

1. Required curricular activities (e.g., make-up classes, thesis defense);
2. SAMAHAN or cluster-related activities;
3. Health conditions;
4. Official representation of an external function; and
5. Other cases as considered by the Board. Number 4 (4) of the aforementioned reasons shall be under the discretion of the Executive Board.

Section 2. Absences. Each Board member is permitted up to six (6) unexcused



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absences per semester before facing possible impeachment or recall. Division Heads and Deputies are allowed up to seven (7) unexcused absences. Upon reaching three unexcused absences, the member must have a meeting with their assigned head of office. If a member reaches or exceeds seven unexcused absences, the matter will be brought before the Board for discussion and a final decision on impeachment or recall. If a Board member's scheduled activity coincides with an emergency meeting, they will be excused, provided the activity is listed in the consolidated calendar of activities of SAMAHAN.

- Section 3.** **Tardiness.** Any member arriving after the roll call, which occurs following a 15-minute grace period, will be considered late. A member can be excused if they present a valid reason considered by the Executive Board (Part 5 Section 1). Three instances of unexcused tardiness without a valid reason will count as one unexcused absence.

Part VII. Proxy

- Section 1.** A proxy or an officer-in-charge may represent a Board member. If a Board member cannot attend a meeting, they must have a valid reason and inform the Board through the Secretary-General at least four (4) hours before the meeting starts; otherwise, it will be considered an unexcused absence. The Board member must also inform the proxy of the meeting agenda and provide necessary documents beforehand. A Board members can only be represented by a proxy for five (5) meetings, provided the reason is valid as deemed by the Executive Board. Reasons not listed in Part 5, Section 1 will be considered invalid and will result in an unexcused absence.



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Part VIII. Voting and Quorum

- Section 1.** **Voting.** Each Board member and Division head has one (1) vote, except for the presiding officer, who remains impartial as the arbiter. If a tie occurs, the presiding officer will cast the deciding vote. Before voting, a discussion must take place to address the reasons, advantages, disadvantages, and other relevant factors. Voting serves to establish the Board's position and unify its Decision.
- Section 2.** **Presider of the Meeting.** The Director will typically be the presiding officer, but the Board may designate other officers to preside, enabling the current presider to participate in discussions and deliberations fully. However, during voting, the director automatically assumes the role of presiding officer and will not vote except to break ties.
- Section 3.** **Quorum.** As defined by the Board, this refers to fifty percent plus one (50%+1) of the total number of the Board, regardless of their voting power.
- Section 4.** **Abstentions and Inhibitions.** Voting by proxy is not permitted as voting power is non-transferable; however, the proxy's ideas and stance may be considered.
- Section 5.** **Voting procedures.** The presiding officer may choose any of the following methods at their discretion:
1. Show of hands
 2. Secret ballot
 3. General consent
 4. Electronic voting
 5. Verbal approval
 6. Other appropriate forms



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Part IX. Penalties and Violations *legislative arm of the SAMAHAN.*

Section 1. Failure of officers to comply with their designated duties and responsibilities will be subject to impeachment.

Impeachment shall be decided by the quorum of the SNSD core and Divisions, with the corresponding approval of the SAMAHAN Central Board.

Section 2. Impeachment of an officer shall be based on the following grounds:

- a) Inability and negligence to perform the mandated duties
- b) Each officer should have a 75% attendance requirement in general meetings and other organizational activities.
- c) Tarnishing the image of SAMAHAN, SNSD, and Ateneo de Davao University.
- d) Causes complications leading to the disruption of the SNSD Core workflow and structure.
- e) Actions that will endanger the status of the club and other external ties of SAMAHAN and the SNSD.

Section 3. The process of impeachment will be as follows:

- a) The officer who is to be subjected to impeachment must be informed of the process and his/her status.
- b) A meeting of the Core and Representatives will be called, and a quorum must be achieved.
- c) The officer who is subject to impeachment will be assessed by the Core and Divisions.
- d) If the grounds for impeachment are proven to apply, voting will be conducted (the subject officer for impeachment should not be present while the vote is being conducted). A consensus must be achieved for the impeachment to be ratified. If a consensus is not



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- Section 4.** Sanction for the impeached officer will be within the discretion of the SAMAHAN Central Board.
- Section 5.** The suspension of one's membership is tantamount to the forfeiture of his/her rights and privileges.

Part X. Replacement of Officers

- Section 1.** A quorum of the SNSD Executive Committee shall decide on the replacement of the impeached officer through a vote with the approval of the SAMAHAN Central Board. In the case of voluntary leave of an officer, appointment of a candidate will be done through a meeting of the SNSD Executive Committee. Confirmation of the appointed candidate will be made through the unanimous decision of the SNSD Core.