



J.H. CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur, 7029

Email add: dsa@jhcs.edu.ph



Office of the Dean of Student Affairs and Services

REGISTRATION FORM New Application

NAME OF ORGANIZATION :				
Campus	<input type="checkbox"/> Main Campus	<input type="checkbox"/> Dumingag	<input type="checkbox"/> Pagadian Annex	<input type="checkbox"/> Canuto Campus
<input type="checkbox"/> Academic		<input type="checkbox"/> Non-Academic		
School	Affiliate Organization (<i>if any</i>)			
Program (<i>if applicable</i>)				
Checklist of Requirements				
<input type="checkbox"/> Formal Letter of Application				
<input type="checkbox"/> Registration Form- New Application				
<input type="checkbox"/> Organizational Profile				
<input type="checkbox"/> List of Officers				
<input type="checkbox"/> Budget Proposal for one year				
<input type="checkbox"/> Calendar of Activities				
<input type="checkbox"/> Faculty Adviser - OSAS Memorandum of Agreement				
<input type="checkbox"/> Faculty Adviser - Letter of Acceptance				
<input type="checkbox"/> Constitution and By-Laws (<i>e-copy in PDF file</i>)				
<input type="checkbox"/> Endorsement Letter (<i>from Mother Club, Dean or Campus Director</i>)				
<input type="checkbox"/> List of at least 15 founding members (<i>for non-academic organizations</i>)				

Submitted by:

Noted by:

Signature over printed name
Organization President

Date/Time

Signature over printed name
Faculty Adviser

Date/Time

—FOR OSAS USE ONLY—

Status	<input type="checkbox"/> Approved	<input type="checkbox"/> Pending	<input type="checkbox"/> Denied
Remarks			

Reviewed by:

Student Affairs Department Head

Date/Time

Approved:

VENUS M. AVENIDO, MAEd, RGC
Dean, Student Affairs and Services

Date/Time