



## J.H. CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur, 7029

Email add: [dsa@jhcs.edu.ph](mailto:dsa@jhcs.edu.ph)



*Office of the Dean of Student Affairs and Services*

### ACCEPTANCE LETTER

Sample Format

[Date]

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

Thru : \_\_\_\_\_

**Student Affairs Department Head  
Campus**

Dear Sir/Madam,

Good day!

I am writing to formally accept the role and responsibilities as **Faculty Adviser** of the [Name of Student Organization]. I sincerely appreciate the confidence you and the members of the organization have placed in me, and I commit to fulfill the duties that come with this appointment.

In accepting this responsibility, I affirm my willingness to:

- Be available for consultation and guidance, especially with the officers of the organization, and assist in the planning, implementation, and monitoring of activities to ensure that these contribute toward the achievement of the organization's objectives;
- Attend the organization's meetings regularly, and whenever circumstances prevent my attendance, review the minutes to stay informed of all developments;
- Acquire a full understanding of the organization's Constitution and By-Laws;
- Accompany and/or be present with the students whenever their activities are held outside the institution or when the organization is representing the College;
- Review and check all documents to be submitted to the OSAS for approval or signature;
- Prepare and submit the organization's annual report to the OSAS
- Serve as liaison between the organization and the College administration, and sign official communications and requests for reservation of rooms and other facilities, as may be required.

Once again, thank you for this opportunity and I look forward to working closely with our students to help them develop their leadership skills and achieve the organization's goals.

Respectfully yours,

[Your Name]

Faculty Adviser – [Name of Student Organization]

[Department / College]



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