



## LETTER OF ACCEPTANCE



I, \_\_\_\_\_, having been selected as the active advisor for (name of organization) for the School Year 2025-2026, I understand and agree on the duties and responsibilities bestowed upon me that I shall:

- Adhere to the University's policies, rules, and guidelines stated in the Student Handbook, as cascaded from statutory, regulatory, and institutional mandates;
- Advise the student organization/club to meet on a regular basis, and to plan and comply with necessary documents before attending and/or conducting any activity/event.
- Attend and/or oversee all planned functions or activities of the student organization/club.
- Be present for the entire activity during approved in-campus/off-campus events/ trips of my student organization;
- Ensure to find a suitable substitute to fill in during the anticipated absence in events organized by my student organization or by OSA.
- Attend the scheduled activities mandated by UM through OSA and other activities that require our presence.
- Oversee all financial transactions, funding, and purchases and ensure proper authorization of documentation made by the student organization.
- Ensure that all the requirements of the Office of Student Affairs needed from my student organization shall be complied with. Non-compliance with these requirements shall deter the student organization's re-accreditation for the next school year.

I hereby certify that the aforementioned conditions and provisions have been read, understood, and be abided by as the Advisor of (name of organization) for the School Year 2025-2026.

God Bless and more power!

Respectfully yours,

**JUAN P. DELA CRUZ**  
Adviser (Name of Organization)

Recommended by:

**TOMAS A. DIQUITO JR., PhD.**  
Dean of College